



Student & Parent Handbook

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- Complaints Concerning Instructional Materials
- Maintaining Appropriate Adult-Student Interactions
- Graduation Ceremonies and Activities
- Recovery of Property Loss or Damage
- Placement in Mathematics Courses
- Mathematics Instruction
- Bullying
- Administering Medication and Monitoring Health Conditions
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Important Note: The Student Handbook is designed to align with Board Policy and Administrative Regulations, which are Board-adopted documents intended to promote school safety and an atmosphere for learning. The Student Handbook is not meant to completely state all policies, procedures, or rules in any given circumstance. In case of conflict between Board policy, Administrative Regulation, and any Student Handbook provisions, the school and district will follow Board policy and Administrative Regulation. The Student Handbook is updated annually; however, policy adoption and revisions may occur throughout the year. The district encourages parents to stay informed of proposed policy changes by attending Board meetings and reviewing board summaries shared via district communications explaining changes in policy or other rules that affect Student Handbook provisions.

OPHS ALMA MATER

Proud and Bold

Proud and bold the Oak Park Eagles,
Spirit soaring high
Black and gold our colors flowing
Honor never die.
Oak Park, Oak Park, ever loyal,
Trees of strength on green hills lie.
Let our love be everlasting
Onward, Eagles, fly!

Ilana Kern

Class of 1984

OAK PARK UNIFIED DISTRICT MOTTO AND MISSION STATEMENT

Educating Compassionate and Creative Global Citizens

The mission of the Oak Park Unified School District (OPUSD) is to provide students with a strong foundation for learning which meets the challenge of the present and of the future through a balanced education which includes academic achievement, personal growth, and social responsibility

OAK PARK HIGH SCHOOL MISSION STATEMENT

The mission of Oak Park High School (OPHS) is to provide a world-class educational experience that instills a desire for life-long learning and develops the intellectual, social, physical, emotional and cultural foundations necessary for students to reach their individual potential.

OAK PARK HIGH SCHOOL PHILOSOPHY

OPHS offers students the opportunity to experience a quality comprehensive program as well as providing an educational environment in which each student may develop to their maximum intellectual, social, emotional and physical potential. Our faculty and staff believe that education is the shared responsibility of parents, students, community organizations, and the schools. As a result, we encourage communication between these groups and actively seek their involvement in the educational process. We are consistently re-evaluating and fine-tuning our programs, policies, and procedures so that we may meet the changing needs and best interests of our students. OPHS is committed to creating an attitude that fosters academic excellence, spirited involvement in school activities, and an understanding and concern for fellow students. Our success in achieving these three goals is a direct result of a dedicated, professionally skilled staff, a highly motivated student body, and a supportive and involved community.

WHAT IT MEANS TO BE AN OAK PARK EAGLE & THE EAGLE CODE

OPHS, and the OPUSD, have joined with the California Interscholastic Federation (CIF), which governs school athletics, to adopt the “six pillars of character” from the national Character Counts program. At OPHS, we believe these pillars of character are important not only in athletics programs, but also as the basis for student and adult conduct in daily life. Thus, OPHS has created a schoolwide Honor Code which will help all of us keep these concepts at the forefront of our attention. We present the EAGLE CODE as a model for behavior in the context of our everyday interactions and relationships.

The Six Pillars of Character developed by the Character Counts program are as follows:

- RESPECT
- RESPONSIBILITY
- CARING
- TRUSTWORTHINESS
- FAIRNESS
- CITIZENSHIP

It is the duty of OPHS to promote and foster good character among our students by teaching, enforcing, advocating and modeling these concepts. It is our duty to help teach each of you positive life skills that will help you become personally successful and socially responsible. We will all—students and staff--be engaged in living up to these precepts as the school year unfolds.

The **EAGLE CODE** was created by a special committee of student body officers. The proposed code was then reviewed by the faculty and the Site Council, and the ASB Executive Board for final approval. Thus, the **EAGLE CODE** is truly representative of concepts that students and teachers agree to live by and aspire to achieve on a daily basis

THE EAGLE CODE

Respect

Treat others and their possessions as you would wish to be treated, and care for yourself as well.

Trustworthiness

Be someone others can count on to do what is right, even when no one is looking.

Responsibility

Honor commitments and accept personal accountability for your actions.

Fairness

Treat others as equals and give others an equal chance to voice their opinions.

Caring

Show compassion, sensitivity, and tolerance toward others, and reach out to those who need support.

Citizenship

Participate in your community, talk through problems to resolve issues, and encourage your peers to live up to high standards.

MAIN OFFICE DEPARTMENT PHONE NUMBERS

Oak Park High School Main Office	(818) 735-3300
Principal - Mathew McClenahan	(818) 735-3305
Assistant Principal - Jason Meskis.....	(818) 735-3306
Assistant Principal - Natalie Smith.....	(818) 735-3307
Office Manager - Michelle DiCamillo.....	(818) 735-3312
Administrative Assistant - Angela Giraldo	(818) 735-3305
Registrar/Enrollment - Kim Ramirez.....	(818) 735-3310
Attendance - Debbie Rauch.....	(818) 735-3311
Health Tech - Karen Cohen.....	(818) 735-3332
Athletic Director - Kathryn Klamecki/'Tim Chevalier.....	(818) 735-3303
Athletics Secretary - Debbie Goodnough.....	(818) 735-3301
ASB Director - Tess Kokiousis.....	(818) 735-3300 Ext. 9260
Student Store/ASB - Loretta Brown.....	(818) 735-3342
College & Career Center Counselor - Amanda Fitts	(818) 735-3315
College & Career Center Advisor - Ambyr Preston.....	(818) 735-3315
Counselor (Grade 9) - Janet Svoboda	(818) 735-3309
Counselor (Grade 10-12) - Caity Katz	(818) 735-3375
Counselor (Grade 10-12) - Andrea Lanter.....	(818) 735-3360
Counselor (Grade 10-12) - Jennifer Charrett	(818) 735-3308
Counselor (Grade 10-12) - Ranju Matson.....	(818) 735-3316
Wellness Center Counselor - Fatima Hernandez	(818) 735-3322
Wellness Center Clerk - Traci Baron	(818) 735-3322
Textbooks - Perna Mathur.....	(818) 735-3300 Ext. 6043

[Teachers' Email Directory Link](#)

Oak Park High School

899 Kanan Road. Oak Park, CA 91377

Main Office (818) 735-3300

FAX (818) 707-7970 Website www.opusd.org/ophs

OPHS BELL SCHEDULES 23-24

Regular Day Schedule			Support Day Schedule		
Period	Time	Minutes	Period	Time	Minutes
Period 0 <i>*Does not meet Monday*</i>	7:20 to 8:20	60	Period 0 <i>*Does not meet Monday*</i>	7:20 to 8:20	60
Passing	8:20 to 8:30	10	Passing	8:20 to 8:30	10
Block 1 (1/2)	8:30 to 10:10	100	Block 1 (1/2)	8:30 to 10:00	90
Nutrition	10:10 to 10:20	10	Nutrition	10:00 to 10:10	10
Passing	10:20 to 10:30	10	Passing	10:10 to 10:20	10
Block 2 (3/4)	10:30 to 12:10	100	Block 2 (3/4)	10:20 to 11:50	90
Lunch	12:10 to 12:45	35	Lunch	11:50 to 12:25	35
Passing	12:45 to 12:55	10	Passing	12:25 to 12:35	10
Block 3 (5/6)	12:55 to 2:35	100	Block 3 (5/6)	12:35 to 2:05	90
Passing	2:35 to 2:45	10	SUPPORT TIME	2:05 to 2:45	40
Period 7	2:45 to 3:35	50	Passing	2:45 to 2:55	10
			Period 7	2:55 to 3:45	50
Minimum Day Schedule			All Periods (1 - 7)		
Period	Time	Minutes	Period	Time	Minutes
Period 0	7:30 to 8:20	50	Period 1	8:30 to 9:15	45
Passing	8:20 to 8:30	10	Passing	9:15 to 9:25	10
Block 1 (1/2)	8:30 to 9:30	60	Period 2	9:25 to 10:10	45
Passing	9:30 to 9:40	10	Nutrition	10:10 to 10:20	10
Nutrition	9:40 to 9:50	10	Passing	10:20 to 10:30	10
Block 2 (3/4)	9:50 to 10:50	60	Period 3	10:30 to 11:15	45
Passing	10:50 to 11:00	10	Passing	11:15 to 11:25	10
Block 3 (5/6)	11:00 to 12:00	60	Period 4	11:25 to 12:10	45
			Lunch	12:10 to 12:45	35
Final Exam Minimum Day Schedule			Passing	12:45 to 12:55	10
Period	Time	Minutes	Period 5	12:55 to 1:40	45
Block 1 (1/3/5)	8:30 to 10:25	115	Passing	1:40 to 1:50	10
Nutrition	10:25 to 10:35	10	Period 6	1:50 to 2:35	45
Passing	10:35 to 10:45	10	Passing	2:35 to 2:45	10
Block 2 (2/4/6)	10:45 to 12:40	115	Period 7	2:45 to 3:35	50

Oak Park High School Block Calendar 2023-24

Fall Semester					
	Monday	Tuesday	Wednesday	Thursday	Friday
August	31 No School	1 No School	2 No School	3 Buy Back (Opt)	4 Buy Back (Opt)
	7 Pupil Free	8 First Day 1 - 7	9 0 - 1 - 3 - 5 - 7	10 0 - 2 - 4 - 6 - 7	11 0 - 1 - 3 - 5 - 7
	14 D - 2 - 4 - 6 - 7	15 0 - 1 - 3 - 5 - S - 7	16 0 - 2 - 4 - 6 - S - 7	17 0 - 1 - 3 - 5 - 7	18 0 - 2 - 4 - 6 - 7
	21 M - 1 - 3 - 5 - 7	22 0 - 2 - 4 - 6 - 7	23 0 - 1 - 3 - 5 - S - 7	24 0 - 2 - 4 - 6 - S - 7	25 0 - 1 - 3 - 5 - 7
	28 L - 2 - 4 - 6 - 7	29 0 - 1 - 3 - 5 - S - 7	30 0 - 2 - 4 - 6 - S - 7	31 0 - 1 - 3 - 5 - 7	1 0 - 2 - 4 - 6 - 7
September 9/8 – Q1 Progress Rpt	4 No School	5 0 - 1 - 3 - 5 - S - 7	6 0 - 2 - 4 - 6 - S - 7	7 0 - 1 - 3 - 5 - 7	8 0 - 2 - 4 - 6 - 7
	11 St - 1 - 7	12 0 - 1 - 3 - 5 - S - 7	13 0 - 2 - 4 - 6 - S - 7	14 0 - 1 - 3 - 5 - 7	15 No School
	18 D - 2 - 4 - 6 - 7	19 0 - 1 - 3 - 5 - S - 7	20 0 - 2 - 4 - 6 - S - 7	21 0 - 1 - 3 - 5 - 7	22 0 - 2 - 4 - 6 - 7
	25 No School	26 0 - 1 - 3 - 5 - S - 7	27 0 - 2 - 4 - 6 - S - 7	28 0 - 1 - 3 - 5 - 7	29 0 - 2 - 4 - 6 - 7
October 10/13 – Quarter 1	2 M - 1 - 3 - 5 - 7	3 0 - 2 - 4 - 6 - 7	4 0 - 1 - 3 - 5 - S - 7	5 0 - 2 - 4 - 6 - S - 7	6 0 - 1 - 3 - 5 - 7
	9 L - 2 - 4 - 6 - 7	10 0 - 1 - 3 - 5 - S - 7	11 0 - 2 - 4 - 6 - S - 7	12 Minimum Day 0 - 1 - 3 - 5	13 Minimum Day 0 - 2 - 4 - 6
	16 St - 1 - 3 - 5 - 7	17 0 - 2 - 4 - 6 - 7	18 0 - 1 - 3 - 5 - S - 7	19 0 - 2 - 4 - 6 - S - 7	20 0 - 1 - 3 - 5 - 7
	23 D - 2 - 4 - 6 - 7	24 0 - 1 - 3 - 5 - S - 7	25 0 - 2 - 4 - 6 - S - 7	26 0 - 1 - 3 - 5 - 7	27 0 - 2 - 4 - 6 - 7
November 11/17 – Q2 Progress Rpt	30 M - 1 - 3 - 5 - 7	31 0 - 2 - 4 - 6 - 7	1 0 - 1 - 3 - 5 - S - 7	2 0 - 2 - 4 - 6 - S - 7	3 0 - 1 - 3 - 5 - 7
	6 L - 2 - 4 - 6 - 7	7 0 - 1 - 3 - 5 - S - 7	8 0 - 2 - 4 - 6 - S - 7	9 0 - 1 - 3 - 5 - 7	10 No School
	13 St - 2 - 4 - 6 - 7	14 0 - 1 - 3 - 5 - S - 7	15 0 - 2 - 4 - 6 - S - 7	16 0 - 1 - 3 - 5 - 7	17 0 - 2 - 4 - 6 - 7
	20 No School	21 No School	22 No School	23 No School	24 No School
	27 M - 1 - 3 - 5 - 7	28 0 - 2 - 4 - 6 - 7	29 0 - 1 - 3 - 5 - S - 7	30 0 - 2 - 4 - 6 - S - 7	1 0 - 1 - 3 - 5 - 7
December	4 D - 2 - 4 - 6 - 7	5 0 - 1 - 3 - 5 - S - 7	6 0 - 2 - 4 - 6 - S - 7	7 0 - 1 - 3 - 5 - 7	8 0 - 2 - 4 - 6 - 7
	11 L - 1 - 3 - 5 - 7	12 0 - 2 - 4 - 6 - 7	13 0 - 1 - 3 - 5 - S - 7	14 0 FINALS 0 - 2 - 4 - 6 - S - 7	15 0/7 FINALS 0 - 1 - 3 - 5 - 7
	18 7 FINALS St - 2 - 4 - 6 - 7	19 FINALS 1 - 2	20 FINALS 3 - 4	21 FINALS 5 - 6	22 No School
	25 No School	26 No School	27 No School	28 No School	29 No School

Spring Semester					
	Monday	Tuesday	Wednesday	Thursday	Friday
January	1 No School	2 No School	3 No School	4 No School	5 No School
	8 Pupil Free	9 First Day 1 - 7	10 0 - 1 - 3 - 5 - 7	11 0 - 2 - 4 - 6 - 7	12 0 - 1 - 3 - 5 - 7
	15 No School	16 0 - 2 - 4 - 6 - 7	17 0 - 1 - 3 - 5 - S - 7	18 0 - 2 - 4 - 6 - S - 7	19 0 - 1 - 3 - 5 - 7
	22 D - 2 - 4 - 6 - 7	23 0 - 1 - 3 - 5 - S - 7	24 0 - 2 - 4 - 6 - S - 7	25 0 - 1 - 3 - 5 - 7	26 0 - 2 - 4 - 6 - 7
	29 M - 1 - 3 - 5 - 7	30 0 - 2 - 4 - 6 - 7	31 0 - 1 - 3 - 5 - S - 7	1 0 - 2 - 4 - 6 - S - 7	2 0 - 1 - 3 - 5 - 7
February 2/9 – Q3 Progress Rpt	5 L - 2 - 4 - 6 - 7	6 0 - 1 - 3 - 5 - S - 7	7 0 - 2 - 4 - 6 - S - 7	8 0 - 1 - 3 - 5 - 7	9 0 - 2 - 4 - 6 - 7
	12 St - 1 - 7	13 0 - 1 - 3 - 5 - S - 7	14 0 - 2 - 4 - 6 - S - 7	15 0 - 1 - 3 - 5 - 7	16 0 - 2 - 4 - 6 - 7
	19 No School	20 0 - 1 - 3 - 5 - S - 7	21 0 - 2 - 4 - 6 - S - 7	22 0 - 1 - 3 - 5 - 7	23 0 - 2 - 4 - 6 - 7
	26 D - 1 - 3 - 5 - 7	27 0 - 2 - 4 - 6 - 7	28 0 - 1 - 3 - 5 - S - 7	29 0 - 2 - 4 - 6 - S - 7	1 0 - 1 - 3 - 5 - 7
March 3/14 – Quarter 3	4 M - 2 - 4 - 6 - 7	5 0 - 1 - 3 - 5 - S - 7	6 0 - 2 - 4 - 6 - S - 7	7 Minimum Day 0 - 1 - 3 - 5	8 Minimum Day 0 - 2 - 4 - 6
	11 L - 1 - 3 - 5 - 7	12 0 - 2 - 4 - 6 - 7	13 0 - 1 - 3 - 5 - S - 7	14 0 - 2 - 4 - 6 - S - 7	15 0 - 1 - 3 - 5 - 7
	18 St - 2 - 4 - 6 - 7	19 0 - 1 - 3 - 5 - S - 7	20 0 - 2 - 4 - 6 - S - 7	21 0 - 1 - 3 - 5 - 7	22 0 - 2 - 4 - 6 - 7
	25 No School	26 No School	27 No School	28 No School	29 No School
April 4/25 – Q4 Progress Rpt	1 D - 1 - 3 - 5 - 7	2 0 - 2 - 4 - 6 - 7	3 - CAST 0 - 1 - 3 - 5 - S - 7	4 - CAST 0 - 2 - 4 - 6 - S - 7	5 0 - 1 - 3 - 5 - 7
	8 M - 2 - 4 - 6 - 7	9 - CAASPP 0 - 1 - 3 - 5 - S - 7	10 - CAASPP 0 - 2 - 4 - 6 - S - 7	11 - CAASPP 0 - 3 - 1 - 5 - 7	12 - CAASPP 0 - 4 - 2 - 6 - 7
	15 L - 1 - 3 - 5 - 7	16 0 - 2 - 4 - 6 - 7	17 0 - 1 - 3 - 5 - S - 7	18 0 - 2 - 4 - 6 - S - 7	19 0 - 1 - 3 - 5 - 7
	22 Buy Back (Opt)	23 0 - 2 - 4 - 6 - 7	24 0 - 1 - 3 - 5 - S - 7	25 0 - 2 - 4 - 6 - S - 7	26 0 - 1 - 3 - 5 - 7
May	29 St - 2 - 4 - 6 - 7	30 0 - 1 - 3 - 5 - S - 7	1 0 - 2 - 4 - 6 - S - 7	2 0 - 1 - 3 - 5 - 7	3 0 - 2 - 4 - 6 - 7
	6 - AP Testing D - 1 - 3 - 5 - 7	7 - AP Testing 0 - 2 - 4 - 6 - 7	8 - AP Testing 0 - 1 - 3 - 5 - S - 7	9 - AP Testing 0 - 2 - 4 - 6 - S - 7	10 - AP Testing 0 - 1 - 3 - 5 - 7
	13 - AP Testing L - 2 - 4 - 6 - 7	14 - AP Testing 0 - 1 - 3 - 5 - S - 7	15 - AP Testing 0 - 2 - 4 - 6 - S - 7	16 - AP Testing 12th/0 Finals 0 - 1 - 3 - 5 - 7	17 - AP Testing 12th/0 Finals 0 - 2 - 4 - 6 - 7
	20 12th/0 Makeup & 7 Finals St - 1 - 3 - 5 - 7	21 12th/0 Makeup & 7 Finals 2 - 4 - 6 - 7	22 - FINALS 1 - 2	23 - FINALS 3 - 4	24 - FINALS 5 - 6

Rev 6/2023 NS

OAK PARK HIGH SCHOOL - SCHOOLWIDE LEARNER OUTCOMES

OPHS prepares its graduates to be:

1. Academic Achievers who:

1. Demonstrate a working knowledge and understanding of the academic standards
2. Practice good listening, speaking, reading and writing skills to communicate learning
3. Show an ability to use knowledge in flexible and new ways
4. Exhibit continuing growth in meeting academic standards of the curriculum

2. Critical Thinkers who:

1. Apply complex problem-solving strategies to meaningful tasks
2. Analyze, integrate and evaluate concepts within various contexts
3. Synthesize information from multiple valid and reliable sources to ask questions, define problems and identify complexities and discrepancies
4. Transfer learned skills to new situations

3. Quality Producers who:

1. Strive to fulfill their individual potential in all facets of their education
2. Use technology appropriately and ethically to enhance their work
3. Demonstrate creativity and original thinking through innovative and experimental expression
4. Understand and apply connections among disciplines

4. Self-Directed Learners who:

1. Set, pursue and accomplish realistic, yet challenging goals for themselves
2. Exhibit self-motivation, self-discipline, self-evaluation, authentic engagement, and accountability for the process of learning
3. Overcome obstacles through the application of learned strategies and work habits
4. Display independent and collaborative learning styles

5. School Community Contributors who:

1. Demonstrate high standards of honesty, integrity, empathy, and respect for the rights and privileges of others in all settings
2. Exhibit responsible digital citizenship
3. Develop an understanding of and responsible sense of social justice and sustainability
4. Establish and maintain positive and respectful interpersonal relationships
5. Contribute time, energy and talent to improve the quality of life in the school and in their personal life

6. Healthy and Productive Members of Society who:

1. Work to maintain balance in their lives
2. Engage in practices that promote a healthy emotional and physical lifestyle
3. Possess strong self-advocacy skills
4. Acquire self-knowledge through personal introspection
5. Develop resilience and the ability to adapt and grow

WASC Goals

#1 Develop a schoolwide focus on understanding the sources of student and staff stress and develop methods of mitigating stress. LCAP Goal #2, #3 and #4; OPUSD District Goal #2

#2 Utilize data analysis of assessments (formative, summative, common) in order to improve curriculum planning and instructional practices. Implement research based instructional practices, academic support and interventions in order to support all students including marginalized and underserved students. LCAP Goal #1 and #3; OPUSD District Goal #3

#3 Implement the new bell schedule in accordance with state mandate. Perform regular reviews with input from all educational partners of the new schedule in regards to instruction, student needs, and school wide activities. LCAP Goal #1 and #3

#4 Improve systems for student centered decision making involving all impacted educational partners regarding advancement of school goals, district goals, and connected school programs. OPUSD District Goal #4

#5 Improve communication to all educational partners including underserved populations and future students and families (K-8) regarding course offerings, campus resources, opportunities post-graduation, and pathways. OPUSD District Goal #4

ACADEMICS AND GUIDANCE

Required Number of Classes

In order to maintain full-time enrollment status, meet legal attendance requirements and stay on track for graduation, the following are the minimum number of classes required at each grade level:

- Freshmen and Sophomores – must be enrolled in a minimum of six OPHS classes during Periods 1-6.
- Juniors – must be enrolled in a minimum of five OPHS classes during Periods 1-6. Juniors wishing to take only five classes must have earned 130 credits by the beginning of their junior year with a 3.0 Cumulative Unweighted GPA. Juniors who have either Period 5 or 6 Free Period and that desire dismissal from lunch on the Free Period day must have their parent/guardian sign an “off-campus” pass form.
- Seniors – must be enrolled in a minimum of five OPHS classes during Periods 1-7. Seniors that desire dismissal at lunch must have their parent/guardian sign an “off-campus” pass form.
- Seniors who are taking five classes may have a free period during the first scheduled or last scheduled block of the day (1st, 2nd, 5th or 6th period) and be off campus during this free period.
- Senior and juniors who are taking five classes may have their free period in the morning (Per 1 or 2) as long as they are **not** taking a Zero Period

Maximum Credit

A student may enroll in a maximum of **80 credits** per school year through a combination of OPHS classes and/or college courses. With demonstrated need and administrative/counselor approval, a student may petition to enroll in more than 80 credits during the school year. Typically, additional credit might be earned through classes in work experience, college, or online programs. Counselors must check and verify credits and have students complete the outside class form. See your counselor for details.

Schedule Changes

Schedule change requests may **ONLY** be made during the first ten days of the semester **AND** only for the following reasons. Schedule changes must result in a student retaining the minimum number of classes in their schedule (see the *Matriculation/ Acceleration* section of our handbook for more details).

Class change requests will not be granted for the sole purpose of changing teachers or class periods.

- Class assigned not on student’s course request list
- An error in the schedule as defined below
- Senior students who have already submitted applications to colleges **MUST** report any change in their schedule directly to colleges as it may impact admission. Students are highly recommended to contact their admissions representative prior to submitting paperwork to their counselor to ensure it will not negatively impact their application/admission.
- No class assigned
- Duplicate class assigned
- Senior student requires a class to meet graduation requirements
- Course prerequisites were not satisfactorily met
- Prior approval, as required, was not obtained
- Student previously did not pass a class

- Balance class sizes

Class Withdrawal

After the first ten days of the semester (schedule change request period), students may withdraw from a class up to, but no later than, the 11th week of a semester (i.e. one week after the quarter progress report). A “W” will be placed on the student transcript. However, students may not add a replacement class this late in the semester and may be assigned to a study hall, school service, or if eligible, may elect to have a free period.

A student who withdraws from a class after the 11th week of the semester (i.e. one week after the quarter report card) will receive a “WF” (Withdrawal/Fail) on their transcript. However, students may not add a replacement class this late in the semester and may be assigned to a study hall, school service, or if eligible, may elect to have a free period.

A “W” adds no credits or grade points (i.e. it has no impact on the student’s GPA). Students may only withdraw from a class if they still retain the minimum number of classes in their schedule (see the *Matriculation/Acceleration* section of our handbook for more details). If these requirements have been met, a withdrawal form would be obtained from the Counseling Office. The form must be approved by the parent, counselor, and an administrator. Students and parents should be aware that withdrawing from a course may affect a student’s progress towards graduation. A **WF** adds 5 credits attempted, and 0 grade points to a student’s record. This has the same negative impact as an “F”. This can adversely impact a student’s GPA, CIF and extracurricular eligibility, as well as their progress towards graduation, and college admission.

Senior students who have already submitted applications to colleges MUST report any change in their schedule directly to colleges as it may impact admission. Students are highly recommended to contact their admissions representative prior to submitting paperwork to their counselor to ensure it will not negatively impact their application/admission.

Level Changes

Students may request to level change (eg. an AP to Honors, AP to CP, or Honors to CP class) up to, but no later than, the 11th week of a semester (i.e. one week after the 1st quarter report card).

Level changes are subject to seat availability in the new course and other affected classes.

A student’s percentage (%) grade in the original course **WILL** transfer with them to the new level course.

Administrative Withdrawals

Students may also be administratively removed from a class for behavioral, attendance, or other disciplinary reasons if counseling or other corrective measures have failed to be effective. The removal may be posted as a “W” or “WF” on the student’s transcript based on the Administrator’s decision.

Pass/Fail (Credit/No Credit)

All courses must be taken for a letter grade, with the exception of Independent Study PE (see the [*Physical Education*](#) section of our course advisement handbook for more details).

Repeated Classes

Students should always speak to their counselor before repeating a class. All classes taken at OPHS will be listed on the OPHS transcript. It should be noted that if a student has already passed a course with a “D”, **no** new credit towards graduation will be earned when a course is repeated. Courses passed with a C or better cannot be repeated at OPHS.

If, with counselor approval, a student remediates a “D” or “F”, the OPHS transcript will still carry the original grade with a notation that the course has been repeated in a subsequent semester. The repeated course and grade will also be listed on the OPHS transcript and the new grade will be used to replace the original grade when recalculating the GPA.

Note: Neither the University of California nor the California State University recognizes “D’s” or “F’s” as passing for admissions purposes. Additionally, if a student has already earned a “C” or better in a course, neither the UC or CSU will accept a higher grade if the class is repeated. Please check with the college/university of your choice to determine their policy regarding repeated courses. You can view the list of UC approved providers at the following link on the UC website:

<https://hs-articulation.ucop.edu/agcourselist#/list/search/all>

Note: Current seniors who need to complete graduation required classes in the summer after their senior year must submit an official transcript by July 31st in order for the course to be placed on the official OPHS Transcript.

Final Exam Dates (2023 - 2024)

Semester 1

December 14 & 15, 2023 (Zero Period)

December 19-21, 2023 (Periods 1-7)

Semester 2

May 17 & 18, 2024 (Zero/Senior Finals)

May 22-24, 2024 (Periods 1-7 grades 9-11)

- Students may **not** be allowed to take final exams early.
- Students must petition the principal should they desire to take a final exam at an alternate time.
 - A parent/guardian must email the principal at least 3 weeks prior to the absence stating the reason for this petition (i.e, travel plans, special circumstances, etc.) and the dates of absence.
 - The student should email the principal’s administrative assistant (agiraldo@opusd.org) to schedule a meeting with the principal for approval of the petition.
 - The student must meet with the principal to explain their inability to take a final exam if they want the opportunity to make up the exam at another time.
 - If the Principal approves the absence, students will be provided with a Final exam Schedule Change form that must be signed by all affected teachers and returned to the Principal’s administrative assistant at least 1 week prior to the affected final exam(s).
 - Students who cannot take the final exam prior to the end of the semester will earn an "Incomplete" for the course until the final exam is taken.
 - Students are expected to make up the exam within an agreed upon period of time or the final exam grade will be changed to a zero and the semester grade calculated accordingly.
 - Parents must call the school absence line at (818) 735-3311 to report dates of absence.

- Students not taking the final exam in a class will be given a grade of “Incomplete” or will earn a “zero” for the final exam.

Progress Reports/Report Cards (end of reporting period)

Progress Reports

Weeks 5 and 15 (semester 1), Weeks 25 and 35 (semester 2)

Report Cards

Weeks 10 and 20 (semester 1), Weeks 30 and 40 (semester 2)

GRADE CHANGES

The California Education Code below describes the conditions for grade changes:

CA Education Code 49066.

(a) When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final.

(b) The governing board of the school district and the superintendent of such district shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to the changing of such grade.

(c) No grade of a pupil participating in a physical education class, however, may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the pupil.

The first step to requesting a grade change is for the student or parent/guardian to address the matter with the TEACHER who issued the grade. The appeal for a grade change must be made in writing to the teacher within 90 calendar days after the end of the grading period in question. If approved, the teacher will submit a Grade Change Form to the Registrar and the grade will be adjusted. If after addressing the grade with the teacher, the student or parent/guardian believes that one of the conditions in the Education Code 49066 exists, then the student or parent/guardian should contact the administrator who supervises that department.

Mathew McClenahan mmclenahan@opusd.org - CTE, English, Math, Social Science, Special Education
 Jason Meskis jmeskis@opusd.org - ASB, Athletics, PE, Visual/Performing Arts, World Language
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Homework Guidelines

OPHS subscribes to homework guidelines to provide a form of consistency in assignments among grade levels and schools. Consistent with OPUSD BP 6154, these guidelines are based on current research and practice so that homework can serve as an effective tool to encourage, reinforce and enhance learning. While these guidelines are suggested by the OPUSD, homework is designed to meet the needs, abilities, or interests of individual students.

Specific Homework Guidelines for the High School Level

Regular homework is assigned and expected for high school courses. As the complexity and depth of student learning increases, so does the time required outside of school to learn, reinforce, and respond to the instructional material. Homework is to prepare, reinforce, extend, and practice a large body of curricular

material. The importance, encouragement, and support of time set aside for required, as well as, independent reading and writing cannot be overemphasized.

It is reasonable for the college-bound student to spend an average of 1.5 - 2 hours per night on outside work. Honors and AP students should expect to spend an average of 2.5 - 3 hours per night.

Due to the nature and complexity of our curriculum, homework at the high school level may be assigned over weekends and holiday breaks (**with the exception of Winter Break**).

What is Homework?

Homework is study outside the classroom that engages students in valuable activities independently and collaboratively for group assignments to prepare, practice, reinforce, extend, or apply knowledge and skills.

What are the Positive Effects of Homework?

- Increases achievement
- Increases individual student responsibility and accountability
- Improves communication between home and school on student progress
- Promotes life-long learning

Please remember that student progress is compromised when students miss instruction and homework activities as a result of absenteeism. In planning family vacations and activities, keep in mind that it is the responsibility of the student to learn all material and make up all assignments/assessments during any absence (see the *Make Up Policy* section of our handbook for more details).

What Types of Homework May Teachers Assign? The Acronym PREP helps us remember.

P = Preparatory R = Reinforcement E = Extension P = Practice

- Preparatory Homework – provides opportunities for students to gain background information so that they are better prepared for future lessons. Some examples include background reading and collecting items/data. These assignments are short-term.
- Reinforcement – provides students with the opportunity to revisit challenging material and gain further understanding of concepts and skills. Some examples are studying for cumulative tests and document-based questions (essay).
- Extension – encourages individualized and creative learning by promoting student initiative and application of newly acquired skills. Some examples include book reports, research papers, presentations, and class projects. These assignments are usually long-term. Students are given windows of time for completion with teacher guidance and checkpoints.
- Practice – provides students with the opportunities to review and rehearse recently learned skills. Some examples include: skill-building exercises (spelling words, math facts/problems, musical instrument), reading selected text, and vocabulary/grammar. These assignments are usually short-term, in limited amounts, and should not include any new concepts.

Homework

Student Responsibilities:

- Keep a record of assigned work and make sure assignment instructions are understood.
- Set a regular routine for completing written homework, reading and studying.
- Maintain the highest quality on a student's homework assignments.

- Take home all necessary materials, keep assignments and resources organized, and submit homework to the teacher when due.
- Be responsible for getting assignments when absent from school.
- Plan and work ahead of schedule to help manage days when multiple assignments are due.
- Check Teacher Websites and Google Classroom to stay apprised of due dates & upcoming tests and quizzes.
- Maintain academic integrity in all class assignments/assessments.

Parent Responsibilities:

- Schedule consistent homework, reading, and study time each day.
- Establish a study area with minimal distractions, good space and light, necessary supplies and materials.
- Encourage, motivate and guide your child, but do not do the assignment.
- Recommend to your child to communicate with their teacher when there is a homework concern.
- Communicate with your child's teacher, giving feedback when there is a homework concern. Please allow teachers 48 hours (excluding holidays and weekends) to return communication.
- Alert the school to any domestic stress factors that may affect the quality of homework and academic performance.
- Emphasize with your child to take advantage of any support opportunities available on campus.
- Check "Q/Connect" on a regular basis, at least at the 5-week grading periods, to monitor student progress and facilitate conversations with your child.

Teacher Responsibilities:

- Communicate clear expectations to students.
- Provide a method of notifying students of all assignments and provide time for students to record them in their agenda, or other means.
- Review homework within a reasonable time.
- Ensure that resources and materials are easily obtainable for homework and projects.
- Be available for parent communication and initiate conversation with parents over concerns.
- Provide appropriate time for project completion.
- Be available during scheduled support periods to help students with content review/homework.
- Update Q/Connect regularly to facilitate monitoring of student progress. (District Policy requires grades to be updated at the five-week grading periods.)
- Avoid setting late-night deadlines that encourage students to stay up late.
- If using social media apps to communicate with students, ensure that all announcements of upcoming tests, quizzes, HW assignments or changes to due dates or assignments are also communicated through District Approved applications such as Google Classroom.

Administrator Responsibilities:

- Ensure that homework practices at the school level are consistent with the district educational goals, guidelines and policy.
- Facilitate the communication process between the school and home as it relates to the district guidelines on homework.
- Communicate with parents the importance of homework and its effect on student achievement.

Make-Up Policy

It is the **student's responsibility** to request make-up work. Consistent with OPUSD BP 5113 and 6154, students who are absent from school shall be given the opportunity to complete all assignments and tests that can be reasonably provided.

- The Board recognizes that not all lessons or assignments can be duplicated following a student's absence. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence.
- Students shall receive full credit for work satisfactorily completed within a reasonable period of time.
- Due dates for make-up work and tests will be set by the individual teacher.
- If the student was aware of the assignment or test, they will be expected to submit the work or take the test as soon as they return from the absence.
- Long-term assignments will be due on the assigned day; students must make arrangements to have someone submit work for them in the event of an absence.
- Students needing to miss school because of a family trip can be placed on short-term independent study, consistent with OPUSD BP 6158, if the absence is five days or more in duration.

State Diploma Seals

Per the State of California, students who meet the following criteria will be eligible for the **State Seal of Bi-literacy** on their diploma.

- (1) Complete all English Language Arts requirements for graduation with an overall grade point average of 2.0 or above in those classes;
- (2) Pass the California Assessment of Student Performance and Progress (CAASPP) for English Language Arts, or any successor test, administered in grade 11, at or above the "standard met" achievement level, or at the achievement level determined by the Superintendent for any successor test;
- (3) Demonstrates proficiency in one or more languages other than English, through one of the approved state methods (e.g. AP exam score of 3 or higher, SAT II Language score of 600 or higher); and
- (4) If the primary language of a pupil in any of grades 9 to 12, inclusive, is other than English, they shall do both of the following in order to qualify:
 - (a) Attain the level demonstrating English language proficiency on the English Language Proficiency Assessments for California, or any successor English language proficiency assessment, in transitional kindergarten, kindergarten, or any of grades 1 to 12, inclusive.

Note: Students do not need to apply for the Seal of Biliteracy. OPHS will pull all necessary information and submit a student's name to the State if they qualify for the Seal.

Per the State of California, students who meet the following criteria will be eligible for the **State Seal of Civic Engagement** on their diploma. Interested students must submit the completed evidence of their project and a self-reflection to the OPHS main office by **4 PM on April 12, 2024**. Your application will be reviewed by a committee of faculty and administration. You will be notified of the committee's decision within two weeks.

The five criteria presented below are meant to provide local educational agencies (LEAs) with a framework for making determinations of student qualifications required to earn the SSCE, based on their own local contexts. The criteria are written to ensure that no student is excluded from an opportunity to earn the SSCE based on academic ability, alternative school settings, or unique or unconventional expressions of civic engagement.

The student must:

- (1) Be engaged in academic work in a productive way;
- (2) Demonstrate a competent understanding of United States and California constitutions; functions and governance of local governments; tribal government structures and organizations; the role of the citizen in a constitutional democracy; and democratic principles, concepts, and processes;

- (3) Participate in one or more informed civic engagement project(s) that address real-world problems and require students to identify and inquire into civic needs or problems, consider varied responses, take action, and reflect on efforts;
- (4) Demonstrate civic knowledge, skills, and dispositions through self-reflection; and
- (5) Exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community and/or society.

OPHS requires the following to satisfy the five state criteria:

State Criteria	OPHS
Be engaged in academic work in a productive way	Student is on track to earn all credits to graduate
Demonstrate a competent understanding of United States and California constitutions, etc.	Grade of C in US History or Govt. or 3+ on APUSH exam
Participate in one or more informed civic engagement project(s)	Student submits evidence of participation. Can be through a class project, campus club, or outside activity. Must include an identifiable civic need or problem, discussion of potential responses, description of personal action taken and a reflection.
Demonstrate civic knowledge, skills, and dispositions through self-reflection	Above reflection should include commentary on civic knowledge, skills and disposition that led to this engagement.
Exhibit character traits that reflect civic-mindedness and a commitment to positively impact the classroom, school, community and/or society	No major behavioral issues.

Per the State of California, students who meet the following criteria will be eligible for the **Golden State Seal of Merit Diploma** on their diploma. To be eligible for the GSSMD, students (1) must be eligible to receive a high school diploma; and (2) must have demonstrated the mastery of the curriculum in at least six subject areas, as follows:

- (1) English language arts/literacy (ELA)—students must have earned one of any of the following:
 - (a) A grade of B+ or above (or numerical equivalent) in a single course (each semester) completed in grade nine or ten or eleven
 - (b) An achievement level of “Standard Met” or above for the high school Smarter Balanced Summative Assessment
- (2) Mathematics—students must have earned one of any of the following:
 - (a) A grade of B+ or above (or numeric equivalent) in a single course (each semester) completed in grade nine or ten or eleven
 - (b) An achievement level of “Standard Met” or above for the high school Smarter Balanced Summative Assessment
- (3) Science—students must have earned one of any of the following:
 - (a) An achievement level of "Standard Met" or above for the high school California Science Test taken

- in grade ten or eleven
- (b) An grade of B+ or above (or numeric equivalent) in a single course (each semester) completed in grade nine, ten or eleven
- (4) U.S. history—students must have earned one of any of the following:
- (a) A grade of B or above (or numerical equivalent) upon completion of the required U.S. history course (each semester)
 - (b) A qualifying score that demonstrates mastery of the subject as determined by the LEA for an examination produced by a private provider or the LEA
- (5) Two additional subject areas—students may choose from any of the following:
- (a) Any additional qualifying grade or score listed above, earned for the subject of ELA, mathematics, science, or U.S. history not already used to meet eligibility
 - (b) A grade of B or above (or numerical equivalent) upon the completion of high school courses in other subjects
 - (c) A qualifying score that demonstrates mastery of other subjects, as determined by the LEA, for an examination produced by a private provider or the LEA

Summer School

In accordance with the OPUSD's educational objectives students may be granted credit toward graduation subject to the following limitations:

- Students may remediate a class at any regionally accredited high school or adult school, including online courses (see the *Repeated Classes* section of our handbook for more details).
- **Note:** University of California and the California State Universities do not recognize “D’s” or “F’s” as passing. Additionally, if a student has already earned a “C” or higher in a course, neither the UC or CSU will accept a higher grade if the class is repeated. Please speak to your counselor about repeating a class before enrolling.
- With prior counselor approval, students may take elective courses not offered by OPHS during the summer at other schools or colleges for first time credit (reminder - these must be regionally accredited (i.e., WASC) schools or colleges and the courses must be UC/CCU A-G approved). See section below on, “Outside Courses for High School Credit”.
- With prior administration approval, students may take courses not offered by OPHS for acceleration for first time credit (see the *Outside Courses for High School Credit* section of our handbook for more details).
- Students may not apply more than a maximum of 15 credits of summer school credit per year towards the OPHS graduation total without administrative/counselor approval.
- Only 10 credits of summer school credit per year may count towards core-required courses for graduation.

State Assessments

The OPUSD and OPHS are required by law to administer several series of achievement tests as part of the state assessment and school accountability program. Math and Language Arts exams are also administered to eleventh graders as part of the California Assessments of Student Progress and Performance (CAASPP) to assess achievement of the State Standards in those curriculum areas. The California Science Test (CAST) is administered to eleventh and twelfth graders in their Chemistry or Fundamentals of Science class. Students take the California Physical Fitness Test (PFT) in ninth grade.

Adult Education

Students may take adult education courses to make up credits. Permission **must** be obtained from an administrator and/or counselor **prior** to registering for classes. Students may not apply more than one adult education course per semester, or a total of 10 credits for the school year, towards the OPHS graduation requirements total.

Note: Most adult education courses are for high school credit only since they do **not** meet college preparatory criteria for UC, CSU, or private college/university admission. Students should discuss their plans with a counselor in order to ensure that they will stay on track for college entrance.

Outside Courses for High School Credit

Under rare circumstances when OPHS cannot provide a student's requested course, students may take courses at accredited institutions for high school credit. Students must obtain administrator approval **prior** to registering for any course. For a course to be used in lieu of a high school core class, it must be from a school/program that is regionally accredited (WASC, etc), be UC/CSU A-G approved and equivalent to the OPHS curriculum and address the essential standards of the high school course as defined by the California Department of Education. You can view the list of UC approved providers at the following link on the UC website:

<https://hs-articulation.ucop.edu/agcourselist#/list/search/all>

An official transcript, showing the completed coursework, must be provided to the OPHS registrar in order for the course to apply to the OPHS transcript. Students may not apply more than one course per semester, or a total of 10 credits for the school year, towards the OPHS graduation requirement total. College courses will **not** receive extra grade points when placed on the high school transcript. See your counselor for further information.

Students are welcome to take courses at other institutions for OPHS general elective credit that are **not taught at OPHS**. Students may take up to a maximum of 10 general elective credits on the outside per school year. Outside courses **cannot** be used to meet the required number of classes.

Students must receive **prior** written approval from their OPHS counselor before signing up for any outside class they want to place on the OPHS transcript.

An official transcript, showing the completed coursework, must be provided to the OPHS Registrar within 30 days of the end of the course in order for the course to apply to the OPHS transcript.

For properly articulated courses, college-to-high school credit will be granted as follows:

- Semester college courses of 3 or more credits will be granted 10 high school credits
- Semester college courses of less than 3 credits will be granted at a ratio of 1 college : 3.3 high school credits

[Link to Application & Authorization Form to Take a Non-OPHS Course for Credit](#)

Matriculation / Acceleration

Most students will elect to maintain the minimum full-time status while enrolled at OPHS (see definitions under Required Number of Classes). This will ensure a smooth path to completing the 230 credits required for graduation. However, there may be some students who wish to accelerate through high school for a variety of reasons. Students that have a desire to do this must plan ahead and discuss with their counselor no later than the end of their junior year in order to ensure that they will be able to meet all of the OPHS graduation requirements. Additionally, students and parents must understand that this decision will likely affect eligibility to participate on CIF teams and in other school-related activities.

Course Challenges

Students who believe that they have acquired the knowledge and skills to bypass a high school course may challenge the course through the following guidelines.

1. One month prior to the end of the current semester, currently enrolled students interested in challenging a course shall file a petition form with their counselor. Entering ninth-grade students and new enrollees shall file a petition and take the examination within two weeks of the time of initial entry to high school classes.
2. Students should prepare to explain to their counselor why they believe they have the skills to bypass the course or a plan of what they will do to prepare for the exam.
3. They will be required to take and pass the same final exam, or other comprehensive exam designed by the department chair and/or teacher, that covers the same material as other Oak Park students take in that course and pass the exam with an A or B.
4. Upon successfully completing the aforementioned steps, the student will be allowed to enroll in the next level course in the high school sequence.
5. The transcript shall reflect that the grade was earned by challenge:
6. No letter grade or credits towards graduation will be granted.
7. During their enrollment in high school, students may challenge no more than four courses which meet graduation requirements.
8. While a successful challenge will exempt a student from those specific courses required for graduation, the student is still responsible for the total units required for graduation.
9. Students may challenge no more than four courses which meet graduation requirements.
10. A student may only challenge a course once.
11. A student may only challenge one course per semester

Transcript Grade Point Averages (GPAs)

The GPA represents the average value of the accumulated final grades earned in courses over time. A student's GPA is calculated by adding up all accumulated final grades (4=A, 3=B, 2=C, 1=D; add 1 per grade if Honors/AP and calculating a Weighted GPA) and dividing that figure by the number of grades awarded. This calculation results in a mathematical mean—or average—of all final grades. OPHS calculates and displays four GPA types on the senior OPHS transcripts.

These GPAs are viewable for all OPHS students on Q-Connect. Only the first three calculations are listed on an OPHS transcript.

- Overall Unweighted
- Overall Weighted
- Academic Weighted (10-12)
- Cal Grant

OPHS Overall Unweighted GPA - This GPA includes all classes taken for credit in grades 9-12. This GPA is used to determine eligibility for OPHS Cum Laude Honors upon graduation. All classes taken for credit in grades 9-12 are included and calculated on a 4.00 scale. No extra weight is given for Honors or Advanced Placement (AP) courses.

OPHS Overall Weighted GPA - This GPA includes all classes taken for credit in grades 9-12. All OPHS Honors and Advanced Placement courses are each given an additional 1.0 point to reflect grades earned in these classes - A= 5.0, B = 4.0, C= 3.0, D = 2.0, F = 0.0.

OPHS Academic Weighted (10-12) GPA - This GPA includes all classes taken for credit in grades 10-12 with the exception of physical education classes, teacher or office aides, and Math Honors Society. All OPHS Honors and

Advanced Placement courses are each given an additional 1.0 point to reflect grades earned in these classes - A= 5.0, B = 4.0, C= 3.0, D = 2.0, F = 0.0.

Cal Grant GPA (Viewable on Q/Connect but NOT listed on an OPHS transcript)

The CAL Grant GPA combined with responses on the Free Application for Federal Student Aid (FAFSA) is used by the California Student Aid Commission to verify eligibility for higher education grants. The CAL Grant GPA is calculated on a 4.00 scale to two decimal places (between 0.00 and 4.00). Grades with extra weighting for honors and advanced placement classes are converted to a 4.00 scale before calculating. GPAs calculated beyond a 4.00 scale will not be accepted. The CAL Grant GPA uses all academic course work for the sophomore year, the summer following the sophomore year, the junior year, and the summer following the junior year. This GPA excludes physical education (PE) and remedial courses. For an online Cal Grant GPA calculator, you can go to:

https://www.oakparkusd.org/cms/lib/CA01000794/Centricity/Domain/165/Cal-Grant_GPA_Calculation.pdf

College Admissions, Scholarships and the GPA

Most colleges have their own specific GPA formula and will recalculate an applicant's grades according to those values. Some colleges may not recalculate and will rely on what the student transcript reflects. Similar to high schools, these calculations vary from college to college.

In addition, some colleges maintain automatic admission and merit scholarship GPA thresholds. This means that if students have a certain GPA, they automatically qualify for a merit scholarship or program at that particular institution. It is important to note that many colleges have moved towards a more holistic admissions process. Holistic admissions consider the whole applicant and not just numerical data such as grades and test scores. Overall rigor, extracurricular activities, letters of recommendation, demonstrated interest, etc. can all play an important role in the admission process.

Senior students who have already submitted applications to colleges MUST report any change in their schedule directly to colleges as it may impact admission. Students are highly recommended to contact their admissions representative prior to submitting paperwork to their counselor to ensure it will not negatively impact their application/admission.

Honors and AP Classes

Honors (H) and Advanced Placement (AP) courses provide an opportunity for students to pursue a more rigorous course of study. The philosophy of OPHS is to encourage students to extend themselves by taking the most rigorous courses that they can succeed in. Eligibility for honors and Advanced Placement courses includes a strong passion for the course content and previous evidence of exemplary work in the subject matter. Prerequisites for all courses are detailed in the course selection guide, located online. Additionally, AP courses, which follow a college-level course of study, prepare students to take an exam sponsored by the College Board in May. Many colleges and universities grant college credit for courses taken in high school if the student passes the exam. However, it is important to note that individual colleges and universities determine their own policies for granting college credits for AP classes.

As previously mentioned there is no consistency in terms of how colleges, universities, or scholarship programs will weight advanced coursework when calculating GPA. However, colleges and universities want to see students take the most rigorous curriculum they are capable of because this is the best predictor of future success in college. You should contact your schools of choice to determine their respective honors/AP policies. Check out the OPHS website to see which honors and AP courses are offered at OPHS for the upcoming school year. Enrollment numbers and student course requests may impact our ability to offer these courses.

GRADUATION REQUIREMENTS

The following are the minimum course requirements that must be satisfied in order to graduate from OPHS. Our local board of education has established a total of 230 credits as the requirement for graduation from the OPUSD.

- **ENGLISH** - (40 credits) Four years including English I, II, III and IV.
- **HISTORY/SOCIAL SCIENCE** - (35 credits) Three and one-half years including: World Geography, World History, U.S. History, Government, and Economics.
- **MATH** - (30 credits) Three years including: Algebra 1 and Geometry.
- **SCIENCE** - (30 credits) Including Biological and Physical Science
- **PHYSICAL EDUCATION** - (20 credits) Two years of P.E. All or part of the PE requirement may be earned through a PE class or through a student's successful participation in a school sponsored interscholastic athletics, including Marching Band, Cheer, and Dance Team. For more details on the P.E. requirement, please go to the [Advisement & Course Selection / Physical Education Requirement](#) OPHS webpage
- **VISUAL & PERFORMING ARTS or WORLD LANGUAGES** - (10 credits) One year: The high school requirement may be met through any combination of 10 credit courses listed in our Visual and Performing Arts Department OR students may take one year (10 credits) of a World Language.
- **HEALTH** - (5 credits) One semester of Health.
- **GENERAL ELECTIVES** - (60 credits) In addition to the requirements above, students must complete 60 credits of electives to meet the graduation credit total. Any courses not used to meet prescribed graduation requirements may be used to meet the general elective requirement, including additional academic courses.

TOTAL - (230 CREDITS)

Click this link for detailed [OPHS Graduation Requirements](#)

COLLEGE ENTRANCE REQUIREMENTS

Academic Preparation

A challenging high school course load is one of the primary criteria that college admissions directors use to analyze candidates for college entrance. The degree of difficulty of the course load and the grades earned in those courses determine admission. Students should take college prep courses that go beyond minimum admission standards. It is recommended that students take as many courses as possible in English, history/social science, lab science, mathematics and World Language. Recommended courses for the UC, CSU, private and community college systems are shown below; however, students should work with their counselor to discuss if they are on track to apply for the college/university of their choice. In addition, parents and students are directed to the extensive resources found in [Naviance](#), a website which can be accessed through the OPHS website. Students are encouraged to visit the College and Career Center for additional information related to college entrance requirements.

9th Grade	10th Grade	11th Grade	12th Grade
English I	English II CP/H	English III, CP/H/AP	English IV CP Seminars/H/AP
Health & Geography	World History	US History CP/H/AP	Govt. CP/AP, Econ. CP/AP
Algebra 1A, Algebra 1, or Geometry	Algebra 1B, Geometry, or Algebra II CP/H	Algebra II CP/H, Finite Math, Data Science, Math Analysis CP/H Calculus (AB) AP	Algebra II, or Finite Math, or Math Analysis, or Data Science, or Statistics CP/AP or Calculus (AB or BC) AP
Foundations of Science CP	Foundations of Science CP or Biology CP/H/AP	Biology CP/H/AP or Chemistry CP/H/AP	Physics CP, Physics AP 1 or 2, or Chemistry CP/H/AP or Environmental Science CP/AP or Anatomy & Physiology CP
World Language I or elective	World Language I/II or elective	World Language II/III/IV CP/H or CP elective	World Language IV/V AP and/or CP elective

California Scholarship Federation (CSF)

The OPHS California Scholarship Federation chapter is part of a statewide organization, which fosters pride in high standards of scholarship. **Full membership** is open to students in grades 10-12 who meet specific grade standards in academic classes. In addition, students in grade 9 are eligible for **associate membership** based on the same grade criteria. At the beginning of each new semester, the student body is notified of the process for application to CSF. Eligible students must submit an application to the sponsoring advisor requesting membership in the CSF chapter. CSF members have regular meetings throughout the year and plan special activities with an emphasis on service to the community. Graduating seniors who have maintained membership in CSF for a minimum of 4 semesters (including at least one semester in their senior year) are eligible to wear a symbolic gold cord at graduation. **Associate membership** is based on grades earned in the 9th grade. **Full membership** is based on grades earned in grades 10-12. **Life membership** is based on four semesters of full membership including the first semester during the senior year. **One hundred percent membership** is based on five semesters of full membership, and qualifying grades at the 3rd quarter of the 2nd semester of the senior year.

Requirements for membership in CSF include:

- Application each semester is based on previous semester grades
- Only courses taken for the first time during the regular school year are counted
- Student may not have any “D” or “F” grade or take fewer than 20 credits (not including PE)
- Grades in PE are not included in the calculation for membership
- Students must achieve 10 CSF points in order to qualify for membership

- “A’s” receive 3 points and “B’s” receive 1 point
- “B’s” in honors or AP classes receive 2 points
- No more than five courses can be used to qualify
- The first 4 points must come from LIST 1 of courses and the first 7 points must come from LIST 1 and 2 of courses (For more details on which classes meet the CSF requirements you may go to [OPHS website](#).)

Honors at Graduation

OPHS uses a “**Cum Laude with Honors**” recognition program for its most accomplished seniors. For the purpose of calculating the qualifying grade point averages, all classes posted on the OPHS transcript will be included, up to and including the third quarter of the students’ senior year.

The categories for distinction under the proposed “*Cum Laude with Honors*” graduation recognition program are as follows:

Summa Cum Laude - meaning “with the highest praise” is the highest recognition awarded at graduation. To graduate summa cum laude, a student must achieve a 3.90 or higher grade point average on a 4.00 scale.

Magna Cum Laude – meaning “with great praise” is the second highest recognition awarded at graduation. To qualify for magna cum laude, a student must achieve a 3.70 – 3.89 grade point average on a 4.00 scale.

Cum Laude – meaning “with praise” is the third recognition awarded at graduation. To qualify for cum laude, a student must achieve a 3.50 – 3.69 grade point average on a 4.00 scale.

“*With Honors*” Designation:

To honor those students who have excelled in Honors & AP curriculum. The following *Honors* distinctions are added based on the number of (Honors & AP) semesters a student will have completed through the end of their Senior Year:

Honors Recognition	# Semesters of Honors/AP courses required for Honors recognition
with “ <i>Highest Honors</i> ”	16+
with “ <i>High Honors</i> ”	11-15.5
with “ <i>Honors</i> ”	6–10.5
with “ <i>Distinction</i> ”	.5 – 5.5

Notes:

- Students must have a minimum 3.5 unweighted GPA to qualify for any of these Honors levels.
- Honors course semesters will count as .5, and AP semesters will count as 1

Summary:

The net result of the combined “Cum Laude with Honors” recognition will be reflected as follows on the student's diploma seal:

Summa Cum Laude with (Highest Honors, High Honors, Honors or with Distinction)

Magna Cum Laude with (Highest Honors, High Honors, Honors or with Distinction)

Cum Laude with (Highest Honors, High Honors, Honors or with Distinction)

Students who have not taken any AP or Honors courses, but did meet one of the *Cum Laude* GPA benchmarks would still receive the following distinctions on their diploma seal, and be allowed to wear the gold cord around their necks during the graduation ceremony, which all *Cum Laude* honorees receive:

Summa Cum Laude
Magna Cum Laude
Cum Laude

Students who earn the distinction based upon their cumulative GPA including the 4th quarter of their senior year may bring their transcript and diploma to the Registrar after final grades are posted and the requisite Cum Laude seal will be affixed to their diploma.

The Cum Laude GPA formula on third quarter grades in the Senior year will only be weighted as one-sixteenth of the equation.

For more information, visit the OPHS website at the following link:

<https://ophs.opusd.org/academics/honors-at-graduation>

Oak Park High School Principal's Honor Roll

The Principal's Honor Roll is a student recognition program based upon a student's unweighted semester GPA.

Students with outstanding scholastic achievement in a single semester are recognized by having their names placed on an Honor Roll List, which is posted on the noticeboard outside the College and Career Center and on the school website.

This honor recognizes students in two categories: Principal's Eagle Honor Roll and Principal's Gold Honor.

The Principal's Gold Honor Roll recognizes students who achieve a term grade point average (GPA) of 3.75 to 4.00

The Principal's Eagle Honor Roll recognizes students who achieve a term grade point average (GPA) of 3.50 to 3.74

All classes taken at OPHS during a semester will count toward the TERM GPA for Honor Roll (A=4, B=3, C=2, D=1, F=0). For more information, see the OPHS website at: <https://ophs.opusd.org/>

Environmental Sustainability Course of Study

Students who complete the following courses in 12th grade, and thereby demonstrate an interest in meeting the environmental challenges of our world, will be recommended for a Sustainability Seal on their diploma and a Green Cord to be worn at graduation.

- Environmental & Sustainability Literature
- Geopolitics and the World Today
- Environmental Science CP or AP

EXTRA / CO-CURRICULAR ACTIVITIES

ASB Activity Cards

Each student enrolled at OPHS is issued a photo I.D. card in the fall. Replacement cards cost \$5.00 each. **ID cards MUST be carried by students at all times while on campus and at a school activity.** The I.D. card will be required when checking out textbooks and conducting all financial transactions with the student store. Students may also purchase an ASB Activity sticker both to support ASB activities and athletics and to be entitled to free admission to all home athletic events and discounts on school activities and dances. All students are encouraged be an ASB cardholder to participate and support all the student activities

Clubs and Student Organizations

OPHS offers a wide range of co-curricular activities. Official student organizations play an important role in the social and educational life of students at OPHS. A school staff member must serve as a sponsor and the club must be organized according to ASB regulations for the club to be an official OPHS club. Membership information is provided to students in the student bulletin.

Student Government

Every student, by virtue of their enrollment, is a member of the ASB (Associated Student Body). The ASB officers/Student Council serves as the voice of the students in all major school affairs and acts as the liaison between students and the administration. The Student Council meets as a class with the ASB advisor to organize school activities.

The council consists of the following:

- ASB officers: President, V.P., Secretary, Treasurer, and School Board Representative and Municipal Advisory Committee Representative elected in the spring.
- Class officers: President, V.P., Secretary, Treasurer, and Site Council Representative elected from each grade level in the spring.
- Appointed officers: A variety of positions for each grade level are available every year.

School Site Council

The School Site council has student, staff member and parent representatives. They meet monthly to address school issues and design plans and proposals for improvement. Students are elected as grade level representatives as well as one student at large.

ASB Positions

Check out our [website](#) for an updated list of our ASB and class officers.

Scholastic Eligibility

To be eligible for participation in co-curricular activities (e.g. athletics and performing arts), students shall maintain a 2.0 or "C" grade point average (Unweighted GPA) **with no grade of F (fail)** in all classes taken during the preceding marking period. Eligibility will be checked only at quarter and semester report card times. **Students with 2.0 and one F** may be granted a probation period to participate by petitioning the Eligibility Committee at the time of final clearance for each season. Scholastic probation may be granted to students only **once in their high school career**. *Note: This requirement pertains to all OPUSD students participating in all OPHS activities.*

Attendance Requirement

In order to participate in an activity or athletic event, students shall be present in **all** scheduled classes on the date of said event. A tardy of 30 minutes or more shall be considered an absence. *Note: This requirement pertains to all OPUSD students participating in OPHS activities.*

Students who wish to appeal the attendance requirement for extracurricular activities should contact the Assistant Principal of Activities and Athletics **prior** to the absence.

Physical Education

OPUSD requires all students to earn 20 credits of Physical Education toward graduation from high school. Furthermore, all 9th grade students are required to enroll in PE unless they are engaged in regular school-sponsored interscholastic athletic programs (CA EC 51242). Students with special needs will receive an accommodated PE program per physician's recommendation.

Students must be completely and appropriately dressed in order to participate. It is recommended that clothing be marked with name identification. We require that students taking a physical education course be dressed in appropriate PE attire (e.g., athletic/workout shorts or sweatpants, t-shirt, sweatshirt). Although not mandatory, Oak Park Physical Education t-shirts and shorts will be available for \$20.00 during the first week of school from the student store. Students will also need to wear socks and tennis shoes to participate in PE. In addition to uniforms, it is highly recommended that students purchase or bring a lock from home for their gym locker to secure their belongings.

ATHLETIC CREDIT REQUIREMENTS

Students who participate in school-sponsored interscholastic athletic programs may be granted PE credit for all or part of their physical education requirement if they are enrolled in the Athletic period class. Athletic participation above the completion of the required 20 credits will be noted on the transcript but not counted for credit not calculated in any GPA calculation. Students in grades 10-12 may not choose electives in place of physical education unless they have successfully competed in sports during the prior year. Students who have no record of athletic competition will not be allowed to enroll in other electives in lieu of PE until they have made the team they wish to join. Fall and winter sports will count for first semester credit. Only spring sports will count toward second semester credit. 9th grade students not participating in a sport during the seasons outlined above are required to take a PE class in the respective semester.

If a student is enrolled in the Athletic period class and the student decides to no longer participate in the sport, they will be dropped from the class.

Dance and Cheer Teams, and Marching Band

Students who participate in the cheerleading squad, dance team, or marching band may earn PE credits toward the Physical Education requirement.

OPHS ATHLETICS

All CIF Southern Section eligibility rules apply to any games, including practice, interscholastic scrimmage, league, tournament, or play-off. Students are encouraged to support ASB activities by purchasing an ASB Card. Students may purchase an Eagle combo [\(check our web site/web store for price\)](#), which includes the ASB Card and Yearbook. Funds are used to supplement the athletic program with student awards and officiating fees.

To practice for and compete in interscholastic athletics, a student must:

- Be under nineteen (19) years of age before September 1st
- Meet the attendance requirements
- Be eligible scholastically
- Meet the residence and citizenship requirements
- Not participate in any tryout for a professional or collegiate team
- Not compete on outside teams during the season of sport
- Be an amateur

- Get a physical exam from a doctor prior to participation
- Show proof of medical insurance coverage
- Abide by the CIF/ OPHS Co-Curricular Code
- Complete the necessary participation forms

Access to Extra/Co-Curricular Activities

- No student regardless of special needs, disability, or gender shall be denied access to any extra or co-curricular activity for financial reasons. Students and/or parents who are unable or unwilling to pay for an activity will not be denied participation. Students without medical insurance may talk to the athletic director or secretary in the athletic office or go to Myers Stevens for low cost student athlete insurance. <https://www.myers-stevens.com/>

Transportation Fee

- Transportation fees are necessary to pay for buses to and from competitions and will be established by the Principal and the Athletic Department.
- Students must travel to and from OPHS in school-approved vehicles. Students may travel with their parent(s)/guardian if there are special circumstances (e.g. funerals, religious events, emergencies, the evening before semester finals and/or AP Exams). A [Transportation Waiver](#) signed by parent or guardian addressed to an administrator, will be required 24 hours in advance of the event.

Transportation Fee Refund Policy

Transportation refunds will normally not be given to a student who quits or is dismissed from an athletic team unless there are circumstances beyond the student's control. If circumstances are such that a refund is due, the following policies will apply:

- Students will receive a full refund of transportation fees if they discontinue participation before the first athletic contest. Scrimmages do not count as a contest.
- Students will receive a 50% transportation fee refund if they discontinue participation before the first league contest.
- No refund will be given after the first league contest.
- A student ineligible at the beginning of a season must pay the full transportation fee if they may be part of a team. If the student remains ineligible at the first grade check, the above rules will apply.

Check our [Athletic website](#) for a list of sports and coaches:

General Information

Lockers

Lockers will be assigned to students. It shall be assumed that any items placed inside an assigned locker is the property of or under the guardianship of the student to whom the locker is assigned. It is the student's responsibility to ensure that any belongings stored in a locker are secured with a lock. The school will sell locks at the Student Store or the student may bring a lock from home. However, the Administration reserves the right to search any locker. Therefore, if the lock placed on the locker is not a school-provided lock, we reserve the

right to cut off the lock. Under such circumstances, the student would be required to purchase or bring a new lock.

Non-Discrimination Policy

OPHS maintains a consistent policy of non-discrimination. No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance, or enrolls pupils who receive state student financial aid. No student will be denied access to extra/co-curricular activities for willingness or ability to pay.

GENDER IDENTITY

Per Education Code section 221.5(f), pupils shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the pupil's records.

OPUSD's Administrative Regulation AR 5145.3(g)(4) states: A student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips.

We respect a student's right to be identified by their preferred name and gender as required under California Education Code 49070 and OPUSD Administrative Regulation 5145.3(f). Requests to change name and gender designations and records may be made by the student and/or parent to either the student's principal, assistant principal or counselor. Gender identity support plans are available upon request to school staff.

Fees and Donations

In order to deliver a high-quality program for our students, we depend on voluntary donations from parents. Please know again, however, that ALL students will receive the same opportunities, experiences, and/or materials regardless of whether a contribution is made. Please also know that if we do not raise the anticipated amount set aside for the budget this year, the program may have to cut back on extra opportunities for our students in the future. For further information and legal references, you can visit our website: [Requests for Fees and Donations](#).

AP Exam Fees- Eligible high school students may receive financial assistance to cover the portions of the cost of the Advanced Placement (AP) examination fees. Please contact your school Principal or Counselor for information.

OPHS Textbook Policy

The California State Board of Education recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. OPHS is required to have sufficient and appropriate textbooks for all students. To this end, the school will make textbooks available to students to check out in a timely manner for their classes. Likewise, students shall be expected to return their books at the end of their classes (either in December or May) in a timely manner. The returning of books will allow the school to accurately inventory our stock of books and to order new copies when necessary.

Students must present their Oak Park High School ID card when checking out and returning books that had been issued to them.

If a student loses a book, is unable to return a book in a usable condition, or return it in a timely manner, the school will be forced to order a replacement copy for future students. Once the school is forced to order a replacement book, the student will be required to pay for the cost of said replacement.

At the beginning of the school year, it is important for students to check their textbooks and report any damages. After textbooks have been distributed, students have 10 school days to report any damages so they will not be charged at the end of the year. Do not leave textbooks in lockers overnight or on weekends; students are responsible for the condition of their textbook.

All textbooks are due to the OPHS textbook room at the end of the class (semester/year). When students return their textbooks, they are reviewed for any sustained damages. Below is a list of criteria we use when determining what fees to charge for damaged books. The information is provided to ensure there are no unforeseen problems at the end of the year. The fees collected are used to pay for the repair or replacement of books. OPHS gives students that have lost or significantly damaged their books the opportunity to purchase a suitable replacement with the same ISBN # and return it to the school in lieu of the school levying a fine.

Type of Damage	Cost
Lost Textbook	Full replacement cost or gently used replacement book
Textbook Mold Damage	Full replacement cost or gently used replacement book
Textbook Significant Water or Other Major Damage i.e. more than five pages damaged, dark stains (such as coffee/ink/juice), the stains cover more than one inch of the affected pages, pages missing or torn beyond ability to use.	Full replacement cost or gently used replacement book
Textbook Other Minor Damage i.e. very little stains or water damage on cover, less than 5 pages affected by the damage, the damage covers less than one inch of the pages affected. spine pulling away from book, corners damage	\$20.00
Novels Lost or damaged	\$20.00

If a student and parent are unable to pay for the damages, OPHS can provide a payment plan or a voluntary work program to cover the monetary cost.

OPHS never wants to impose a fine on a student. Multiple students must use OPHS textbooks over the course of many years. The fines above are solely to replace or repair damaged books.

Textbook debts are obligations to the school and if left unpaid can result in the following:

- Delay at registration and the student's schedule will be withheld until the beginning of the school year.
- No book will be allowed to be checked out until discrepancies in a student's account are discussed and resolved.
- Diplomas and transcripts withheld until the debt is cleared.

Textbook Care

The following are ways to help minimize the risk of damaging textbooks:

1. Cover all textbooks with the proper sized cover.

2. Keep textbooks away from liquids, including water bottles that may sweat or lunches that could potentially leak.
3. Do not store the textbooks in lockers for an extended period of time.
4. Keep textbooks inside of backpacks during inclement weather.
5. Refrain from leaving textbooks on lunch tables in between classes.

Field Trips

All students' parent/guardian are required to sign and turn in a field trip permission form prior to the student attending an OPHS field trip. The form must be turned in to the appropriate teacher or administrator, no later than 48 hours prior to the date of the field trip. If a form is not returned, or the parent denies permission for their child to attend, the student is still required to attend school and will be placed into another class for the day. Participation in school-sponsored field trips is voluntary; students are never required to attend. No student will be prevented from making the field trip because of lack of sufficient funds. If you have any questions or concerns, please visit <https://ophs.opusd.org/> or contact the principal.

Messages - Teachers/Students

If parents need to contact a teacher they may call the main office at 818-735-3300 and access the school's voice mail system. Voice mail numbers, and in some cases direct lines, for all teachers are listed on page 8 of this handbook. Teachers will make every effort to return phone calls and e-mails within 48 hours, not including weekends and holidays. E-mail is the most efficient way to contact teachers, administrators and counselors. All teacher emails can be found on the OPHS Website and follow the layout of first name initial, last name, e.g. John Doe's email would be jd@ophs.opusd.org.

To minimize classroom disruption, messages will NOT be taken or delivered to students during class time except in an emergency. Messages for students related to transportation do not normally constitute an emergency. It is requested that parents refrain from texting or calling their students during class time.

Parking and Driving

High school student parking is restricted to juniors and seniors. Sophomores may be available to purchase permits if space is available after accommodating seniors and juniors. Permits will be issued on a first-come-first-served basis being assigned to senior students first at the time of school registration. Fees provide funding for parking enforcement and lot supervision at high traffic times. Students who violate parking rules are in danger of losing parking privileges.

To obtain a parking permit, a student must:

- Submit a completed Student Parking Permit form with the appropriate fee.
- Understand that the OPUSD and OPHS assume no responsibility for damage or theft to vehicles while parked or driving on campus.
- Abide by the regulations listed on the Student Parking Permit form, the published California Vehicle Code, and display the assigned tag in the front window of the vehicle.
- Agree that all vehicles parking on the OPHS campus may be searched by the school's administrative staff for reasonable cause.

Conditions of parking are outlined on the Student Parking Permit form. Students must realize that parking on campus is a privilege that can be revoked for violating any of the regulations stated on the Parking Permit form. Consequences will be assigned to students who park in the lot including booting the vehicle.

On school days, students may not park in any areas on campus, except for the student parking lot, during the hours of 7:00 AM - 3:30 PM. Students must park in clearly marked spaces in the student lot and cannot park in any numbered or reserved spaces on campus. Violators will be subject to disciplinary action, citations by the Sheriff's Department, and towing expenses. In addition, the parking lot is off limits to students during their class time.

BICYCLES/SCOOTERS

All students and parents who ride bicycles to school are encouraged to obey the California laws as followed:

- Wear a properly fitted and fastened bicycle helmet that meets national standards.
- Keep hands on the handlebars.
- One person per bicycle, unless it is a tandem bicycle.
- Ride in the same direction as traffic.
- Always walk your bicycle when crossing crosswalks and on pedestrian parts of campus.

In addition bicycles and scooters need to be parked in designated areas and students are encouraged to lock them up.

School Safety and Emergency Procedures

The safety and welfare of all students is a priority throughout the school day. Reasonable guidelines regarding campus conduct as well as safety have been established to protect both staff and students. Click this link to view more information on [Safe School Environment](#). An emergency plan including evacuation routes is posted in each classroom. Teachers will review emergency procedures with students in each class on a regular basis. Please familiarize yourself with the plan so that you will know what to do in an emergency. In addition, a fire drill will be held once each semester to help staff and students know how to react should an emergency arise. Drills are for the benefit of students and are taken seriously. An updated copy of the OPHS Safety Plan is available for inspection by the public in the OPHS administrative office.

Animals on Campus

The Governing Board recognizes that animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures. Animals may be brought to school for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety, and sanitation. Teachers shall ensure that these rules and precautions are observed so as to protect both the students and animals. Any non-service animal brought on campus must be approved in advance by the high school administration.

Work Permits

Students under the age of 18 desiring employment must apply for a work permit through the school office. Students must meet all legal conditions for employment of a minor and have the following qualifications:

- Students must already have a written job offer to apply for a work permit. The written job offer must be presented when applying for the work permit, and
- The student must be attending school regularly and on time at least 90% of the time.

Attendance

It is important that students attend class regularly except in cases of illness or emergency. Excessive absences from class and failure to complete makeup work can result in a grade of “FAIL”. According to state law, students are expected to attend school regularly until age 18 unless they:

- Have already graduated from an accredited high school.
- Have Passed the California High School Proficiency exam.
- Obtain written parental permission to withdraw, due to full-time employment with continuing education in adult school.

An OPUSD calendar of school days and an OPHS Calendar of Events for the school year can be found on the [OPHS Website](#).

School Attendance Policy

OPHS faculty and staff are dedicated to providing a high quality instructional environment where class time and the discussion, demonstrations, and presentations done in the classroom setting are considered highly valuable. If a student is not present to participate fully in the activities of the classroom, they cannot expect to gain the knowledge, experience, and understanding needed to learn the subject matter. ***Note: It is a student's / parent's responsibility to log on to “Q” regularly in order to be aware of the student's attendance record.***

Parents will continue to be notified of all absences on the student's record through the automated telephone message system, which will deliver calls at approximately 5 – 7 p.m. daily. In addition, parents will be notified following the third, fourth, and fifth absence in any class. Parents will receive attendance warning letters, **automatically generated by the computer system**, after the sixth absence. Please note that good attendance alone will not automatically qualify students for passing grades.

Additional Attendance Procedures

- Habitual tardiness, along with poor attendance, is also detrimental to the student's academic performance and disruptive to the classroom environment. Continued or persistent tardy problems will be referred to the assistant principal as disciplinary issues. Prior to that, the teacher may issue discipline, call the student's parents, or otherwise deal with the tardiness issue in keeping with the OPHS concept of progressive discipline.
- If the student is late to class, they will be sent to the Attendance Office for a readmittance slip before being allowed in class. The time will be logged in the Attendance Office and the student will be marked as tardy or absent on the teacher's official record.
- Parents will still be required to call the Attendance Office at 818-735-3311 if an absence occurs. See below for absences that can be EXCUSED.
- Habitual Truants will be reported to the School Attendance Review Board (SARB), which is a Ventura County process to investigate non-attendance and to enforce the state laws of compulsory school attendance until the age of 18. According to the State Education Code (Sec. 48260-64.5), a truant is defined as a student with three unexcused absences. Habitual truants are subject to strict penalties as defined by law, including mandatory attendance at a truancy prevention program and suspension or revocation of driving privileges.

The teacher's permanent record/roll book is the legal document that will be used to determine the student's absence record in any class. Teachers will update their records regularly to show the disposition of each absence, according to reports furnished by the attendance office. Parents may call the Attendance Office to verify a student's attendance standing.

Attendance Definitions

Excused Absence – illness, medical doctor's appointment, court appearance, religious event; Parent must report the reason to the attendance office within **72 hours** of the absence. Students will be permitted to make-up any work missed due to an excused absence.

A student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)

Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)

5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
12. Participation in religious exercises or to receive moral or religious instruction in accordance with district policy, subject to the following conditions: (Education Code 46014)
 - a. The student's parent/guardian shall provide written consent for the absence.
 - b. Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day
 - c. The student shall be excused from school for this purpose on no more than four days per school month.

13. Work in the entertainment or allied industry (Education Code 48225.5)

Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

14. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

15. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Unexcused Absence – An unexcused absence is defined as an absence that does not meet the definition of an excused absence. Students will be permitted to make up work from an unexcused absence (BP6154). Students who accumulate excessive unexcused absences will be subject to administrative disciplinary action and may receive a grade of “FAIL” due to poor attendance in that class. If a student receives a grade of “FAIL” due to poor attendance in any class, it will be noted on the student’s report card that the failing grade was due to poor attendance.

Examples of unexcused absences include:

- Oversleeping
- Work scheduled during class time
- Non-medical appointments
- Personal reasons (i.e. family vacations)
- Cutting school/truancy
- Leaving class/campus early
- Leaving class/campus without properly checking out through the office
- Leaving campus at lunch without an off-campus pass
- Not returning to school after lunch.
- “Cutting” class in any way

Truancy – an absence not reported by a parent within 72 hours of the absence. Students that have a truancy on their attendance record may be required to make-up the time they missed at Saturday School. Students will be permitted to make-up work from a truancy (BP6154).

Truant – Any student with 3 truanies or unexcused absences at any point within the school year.

Habitual Truant – Per Ed. Code Section 48262, a habitual truant is described as any student with 9 truanies or unexcused absences at any point within the school year. The school will report habitual truants to the School Attendance Review Board (SARB) for possible prosecution by the District Attorney for violation of compulsory attendance laws.

Administrative Consequences for Unexcused Absences

Students will be subject to administrative consequences after the third unexcused absence. *All discipline hours assigned, including Trash Pick Up and Saturday School must be served by the last day of the following academic quarter or student privileges and extra-curricular participation may be suspended until the student has cleared the discipline with Administration.*

- After a student has accumulated their 3rd unexcused absence in any block period course or 4th unexcused absence in any zero period course, a Saturday School will be assigned.
- After a student has accumulated their 5th unexcused absence in any block period or 7th unexcused absence in zero period, it will result in another Saturday School and a parent conference will occur.
- After a student has accumulated their 6th unexcused absence in any block period or 8th unexcused absence in zero period, they may receive a grade of “FAIL” due to poor attendance.

Tardies

Students at OPHS are expected to arrive to class on time. Any student not in their seat when the bell rings will be considered tardy. Students arriving 30 minutes or more late for class will be considered absent for that class period.

Note: There are **NO** excused tardies. Students are expected to review their attendance in “Q” on a regular basis in order to know how many tardies they have accumulated.

Administrative Consequences for Tardies:

In addition to classroom consequences administered by teachers for tardies one through five, students are subject to administrative consequences after the 6th tardy. *All discipline hours assigned, including Trash Pick up and Saturday school must be served by the last day of the following academic quarter or student privileges and extra-curricular participation may be suspended until the student has cleared the discipline with Administration.*

- After a student has accumulated their 6th tardy in any one course, three hours of discipline will be assigned.
- After a student has accumulated their 8th tardy in any one course, a Saturday School will be assigned.
- After a student has accumulated their 10th tardy in any one course, two Saturday Schools will be assigned.
- After a student has accumulated their 11th tardy in any one course, they may receive a grade of “FAIL” due to poor attendance.

Parents will be notified by mail (or email) when a student receives a Saturday School Assignment.

Independent Study Absences - Short Term

Because there have been changes in the way the state funds short-term independent study, we would like to discourage parents from taking students out of school for vacations or personal business. However, if your family business will occupy 5 consecutive school days or more, you may request prior permission for your student to be absent through the process of SHORT-TERM INDEPENDENT STUDY. This provision in state law allows the student to be absent without penalty as long as all classwork is completed as agreed by student and teachers. The form for approval of Independent Study must be requested from the Attendance Office and completed IN ADVANCE of the planned absence. The form must be signed by all teachers, a parent, and a school official prior to the absence. A copy of work completed must be filed with the completed form in the Attendance Office no more than five days after a student’s return to all classes.

18 Year Old Students

Students who turn 18 during the school year may request a waiver form to call in their own absences and to sign themselves out of school when ill. Waiver forms must be signed by a parent or guardian, in person, at OPHS. This special privilege does not exempt the student from all the policies regarding attendance at OPHS. **Since compulsory education is only required until the age of 18, students who have reached the age of 18 and have excessive absences may forfeit their right to attend our comprehensive high school.**

School Activities

In order to participate in an activity or athletic event, students shall be present in all scheduled classes on the date of said event. A tardy of 30 minutes or more shall be considered an absence. ***Note: This requirement pertains to all OPUSD students participating in OPHS activities.***

Exclusion

The Superintendent or designee may exclude a student without prior notice to the parent/guardian if the student is excluded for any of the following reasons: (Education Code 48213)

1. He/she resides in an area subject to quarantine pursuant to Health and Safety Code 120230.
2. He/she is exempt from a medical examination but suffers from a contagious or infectious disease pursuant to Education Code 49451.
3. The Superintendent or designee determines that the presence of the student would constitute a clear and present danger to safety or health of other students or school personnel. However, in such cases, the Superintendent or designee shall send a notice to the student's parent/guardian stating the facts leading to the exclusion, prior to excluding the student from attendance.

Temporary Passes

Parents must call 818-735-3311, the Attendance Office, to request off-campus passes for doctor's appointments during the school day. However, parents are discouraged from scheduling appointments for their students during school hours.

The off-campus lunch privilege will be extended to all seniors and to juniors who have a free fifth or sixth period. Underclassmen will be expected to remain on campus for lunch and to make appropriate arrangements for doing so. No temporary off-campus lunch passes will be issued to freshmen or sophomores. A parent who wishes to take their student off-campus for lunch must come to the office **in person** to check the student out.

No food deliveries are permitted during school hours.

Long-term Passes (LUNCH PASSES):

SENIOR STUDENTS may be issued one-year passes to leave the campus for lunch ONLY. At all other times, as noted above, all students must have appropriate permission to leave campus. **Students may not leave campus at any other time during the day (including nutrition) without checking out through the office.**

Emergency Contact

In case a parent/guardian cannot be reached by telephone, only the person(s) listed on the "Emergency Card" and/or "Q" may be contacted. Please list two local contacts on the Emergency Card, and keep this information up-to-date. Parents can ALWAYS go into their own Parent Connect to update their phone numbers and Emergency contacts.

Discipline

At OPHS we strive to ensure that students develop to their full potential academically, socially, and physically. This development can best take place in an environment which protects student rights while establishing clear and reasonable consequences for student actions. Student responsibility is required to provide the orderly framework within which individual goals can be realized. Click link for detailed BP regarding [Discipline](#).

The OPUSD supports a “Progressive Discipline Policy” and associated practices because this approach provides a logical, escalating sequence to consequences, while informing students and parents at the earliest level where assistance and guidance can be employed to teach our students to not repeat the discipline violation, nor commit any subsequent violations. An exception for implementing progressive discipline will be for more serious offenses, which require immediate suspension and/or mandatory expulsion by law.

OPHS believes that effective learning cannot take place without a positive program of discipline. This discipline policy is designed to encourage the individual student to develop desirable qualities of self-discipline, shall hold the student responsible for their actions, and in situations where other students are involved, will protect an impacted student from those whose behavior endangers others or who continually disrupts the learning process. In addition to the schoolwide discipline policies and procedures, each teacher implements a classroom management plan with progressive steps for handling misbehavior.

Please note: All discipline hours assigned, including Trash Pick up and Saturday school must be served by the last day of the following academic quarter or student privileges and extra-curricular participation may be suspended until the student has cleared the discipline with Administration.

Student Conduct on Campus

OPHS is a community of students gathered for the purpose of formal learning, wherein each respects themselves, others, and the institution. Proper student conduct is important so that all students have the maximum opportunity to learn. Students also need to be aware of what is acceptable behavior on campus. While sexual harassment is a very clear violation of the law, other types of distracting behavior are not as clear.

Overt physical contact and/or excessive displays of affection are not appropriate for a high school campus. After an initial warning, students who fail to exercise good judgment in this area will be counseled and required to attend a meeting with parents and an administrator. The following school-wide rules are in place to help students meet their responsibilities:

- Students will be responsible for following all established classroom and campus rules. By following the rules, students can be certain that their rights and the rights of others as well as their own safety are honored and protected.
- Students will be respectful toward all faculty and staff members, parent volunteers, and other students. Students will refrain from: fighting and/or provoking others, using profane or obscene language, responding to others in a defiant manner, and disturbing classes.
- Students will be respectful of and responsible for using school equipment and facilities in an appropriate manner. Students will refrain from purposeful destruction or theft of another person's or school property. Students and/or their parents are expected to make restitution for lost books or damaged property.
- Students will be punctual and in attendance at all classes unless excused by a parent or guardian. A phone call made to the school explaining the student's absence is required from the parent or guardian. Parents must make contact with the attendance office before their child can be released during the school day. Students cannot be released to a friend or a neighbor unless they are listed on the emergency card.
- Students will honor school as a place for academic and social learning. Students will refrain from using toys, skateboards, skates, bicycles, and other personal play equipment while on campus.
- Students will follow all school rules for behavior when traveling to and from school or while involved in an off-campus school activity such as a field trip, concert, or athletic event, etc.

- Students will follow all school rules for behavior when attending assemblies or evening activities and will exhibit appropriate audience skills.
- Students will stay within the campus' designated boundaries during school hours. Students with the requisite off-campus pass may leave school at lunch time. Click link for detailed BP on [Conduct](#).

Discrimination and Harassment

In accordance with OPUSD Governing Board Policy 5145.3, OPHS is committed to providing a safe learning environment that protects students from unlawful discrimination, including discriminatory harassment, intimidation, bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristic.

OPHS does not tolerate any type of harassment, speech, violence, or acts that cause a hostile environment. As such, consequences and/or disciplinary means are instituted for any such behavior. Importantly, school staff prioritizes the protection and healing of the targets of such acts.

Racial harassment is an incident or a series of incidents intended or likely to intimidate, offend or harm an individual or group because of their ethnic origin, color, race, religion or nationality, and a racist incident is any incident that is perceived to be racist by the target or any other person (MacPherson Report 1999).

Such behavior may include, but not be limited to:

- Intimidation and implied or overt threats of physical violence motivated by race, color, or national origin
- Physical acts of aggression or assault upon another, or damage to another's property that is motivated by the individual's race, color, or national origin
- Demeaning racial jokes, taunting, racial slurs and derogatory racial "nicknames," innuendos, name-calling, or other negative or derogatory remarks of a racial nature or relating to national origin
- Slurs or symbols (verbal, nonverbal, or written)
- Display of racially offensive material.
- Graffiti, drawings and/or slogans or visual displays such as cartoons or posters depicting racial/ethnic slurs or racially/ethnically derogatory sentiments
- Criminal offenses directed at persons because of their race or national origin
- Encouraging others to commit any such acts
- Exclusion from normal conversation or activities

Harassment based on gender, sexual orientation, disability, or religion is an incident or a series of incidents intended or likely to intimidate, offend or harm an individual or group because of their actual or perceived identity.

Such behavior may include:

- Intimidation and implied or overt threats of physical violence motivated by gender, sexual orientation, disability, or religion.
- Physical acts of aggression or assault upon another, or damage to another's property that is motivated by the individual's actual or perceived identity.
- Demeaning racial jokes, taunting, racial slurs and derogatory racial "nicknames," innuendos,

- name-calling, or other negative or derogatory remarks
- Slurs or symbols (verbal, nonverbal, or written)
- Display of racially offensive material.
- Graffiti, drawings and/or slogans or visual displays such as cartoons or posters depicting derogatory sentiments
- Criminal offenses directed at persons because of their actual or perceived identity
- Encouraging others to commit any such acts
- Exclusion from normal conversation or activities

OPHS prioritizes the protection and healing of the targets of any act of harassment, hate, bullying, hostility or violence. Administrators, teachers, and school counselors, among others, are responsible for providing a safe place to learn for each and every student and provide a system of support to those who are targets of any act of harassment, bullying, violence, or hostility.

OPHS is committed to creating a fair, equitable and comfortable environment for all individuals. Any instances of harassment brought to the administration will be dealt with quickly and fairly. All OPUSD schools utilize the student information system to record student behavior and disciplinary incidents.

Bullying

According to the California Education Code, **bullying** is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with their academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school

- See more at: <http://codes.findlaw.com/ca/education-code/edc-sect-48900.html#sthash.09gKYWVH.dpuf>

Since all students have the right to attend a school that is safe and conducive to learning, any student found to be bullying another student will receive disciplinary consequences – up to and including expulsion from the OPUSD. Also, be aware that, per EdCode section 48900(r), bullying via any electronic means constitutes grounds for suspension or expulsion.

Appearance and Dress

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians. Parents or guardians are responsible for ensuring student compliance with the school dress code. Students are responsible for complying with the dress code during school hours and school activities.

- a. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example, dresses, leggings, or shorts) and shoes, (for example, sneakers, sandals, or flip-flops)
- b. Clothing must cover the chest, back, buttocks, and torso
- c. Clothing must opaquely cover private parts and any undergarments at all times (see-through clothing, mesh, or transparent materials do not meet this requirement)
- d. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, field trips and other activities where unique hazards or specialized attire or safety gear is required.
- e. Clothing may not depict, advertise or advocate the use of firearms, alcohol, tobacco, marijuana, or other controlled substances.
- f. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
- g. Students may not wear clothing and accessories that feature offensive images or language including profanity, pornography, vulgarities, or defamatory language as determined by the school principal or their administrative designee.
- h. Gang-Related Apparel - Attire or grooming depicting or advocating violence, criminal activity, gang-related activity including attire, logos, or colors identified by VCSD, LASD, or LAPD as gang-affiliated are prohibited.
- i. Hats and other headwear must allow the face to be visible to staff. Masks are not allowed with the exception of those required for health and safety reasons.

Enforcement

To equitably enforce the dress code, all school staff must be notified of the policy at the beginning of the school year in regards to its purpose and spirit, and how to enforce it without shaming students or disproportionately impacting certain student groups. Staff should be guided by the dress code policy and follow the letter and spirit of the dress code.

When a school staff member or school administrator discusses a dress or grooming violation with a student, it is recommended that it is a staff member of the same gender identity as the student. Unless there is an immediate concern, a student should not be spoken to about a dress code violation in front of other students.

Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g. school clothing supply, call home, borrow from a friend). Teachers should send a referral to the administration when a student is in violation of the dress code.

Where possible, students should not be required to wear school owned replacement garments and should never be required to wear specific garments as a disciplinary measure.

Discipline for dress or grooming violations should be consistent with the discipline policies for comparable violations.

- First infraction will result in a warning and require the student to correct or change their attire
- Second infraction will result in lunch trash pickup and require the student to correct their attire
- Third and subsequent infraction will result in a Saturday school and parent conference and require the student to correct their attire

If a student requires support from school staff in abiding by dress code requirements, this support shall be provided in the least restrictive and disruptive manner possible. Administration and enforcement of the dress code will be gender neutral. In the case that a student is unable to abide by the dress code policy, school provided garments may be loaned to the student until the parent or guardian is able to provide appropriate clothing.

Academic Honesty

A student's long-term success in school, college, and career is based on what they have learned, not on grades.

Thus, any assignment, test, or quiz that a student turns in is expected to reflect the student's individual work.

Many students have come to believe that their grade, not their learning, is the key to success. As a result, cheating, copying, and other forms of academic dishonesty have become widespread. To reduce the likelihood of such behaviors, we have instituted the following policy in order to redirect our students' energies toward learning:

A student is considered to be in violation of school policy on **Academic Honesty** when they participate in any of the activities included in, but not limited to, the list below:

- Copying another student's answers on a test, quiz, or homework, or supplying them to another student. **Note:** All assignments shall be considered to be individual assignments (and not worked on with others) unless specifically stated otherwise by the teacher.
- Securing a copy of a class test or quiz beforehand or taking one to pass it on.
- Getting answers or questions from students who took the test or quiz earlier.
- Giving answers or questions to students who will take the test or quiz later.
- Copying homework or any class assignment from any source (including the Internet), or allowing another student to copy one's own work. **Plagiarism of any kind will be considered academic dishonesty.**
- Willfully falsifying data and presenting it as one's own research or work.
- Having unauthorized test aids and not following test or assignment protocol. **Note:** Any use of a cell phone whatsoever during a test may be considered a violation of the academic honesty policy.
- Unsanctioned use of Artificial Intelligence technologies in order to represent that the contents of an automatically generated prompt result is the student's original work is strictly prohibited. Students are cautioned to evaluate the soundness of their prompt results and warned that the final product remains their personal responsibility. Students in all regards are cautioned to utilize Artificial Intelligence technologies ethically and with the greatest degree of integrity.

The teacher's professional judgment in consultation with administration shall determine whether or not a student has violated the school's academic honesty policy. It is the responsibility of the student to avoid any situation or action that may cause teachers to believe that this policy has been violated.

The teacher will also determine whether the assignment involved is considered minor or major. While there are no degrees of honesty, we acknowledge that there are degrees of transgression and therefore recognize a progressive disciplinary policy whereby more serious infractions and subsequent violations result in progressively more serious consequences.

Consequences and Procedures for Academic Dishonesty:

Points (Points are cumulative and accrue throughout the students entire four years)	Consequences - 0 on assignment deemed a part of an academic honesty incident	Point Designation
1	Warning/Counseling	Incidents involving minor assignments Example: Minor HW assignment
2	1 Saturday School Suspension from extra-curricular activities not to exceed one semester.	Incidents involving major assignments Examples: Major essays, projects, tests, or compilation/packet of multiple homework assignments. Two cumulative points.
3	In-School Suspension Suspension from extra-curricular activities not to exceed one semester.	Incidents involving major distribution of answers or theft. Three cumulative points.
4	Home Suspension for up to one week. Rescindment of letters of recommendation and report to colleges. Suspension from extra-curricular activities not to exceed one semester.	4 cumulative points.
5+	Drop Fail Rescindment of letters of recommendation and report to colleges. Suspension from extra-curricular activities not to exceed one semester.	5 cumulative points.

Site Review Board

The Review Board's purpose is not to determine whether or not a violation of the academic honesty policy actually transpired, but to determine if extenuating circumstances exist and should mitigate the disciplinary outcome. Formal review requests of serious or repeat violations must be submitted by a student in writing, addressed to the assistant principal's office at OPHS and received within ten (10) school days of the date of the incident. A Review Board composed of teachers and an OPUSD administrator meets to review requests prior to granting a hearing. Students will be notified if the committee will grant a review hearing and of the date when the student must appear before the committee.

1. The Review Board will be comprised of four tenured teachers and one administrator
2. Board members may recuse themselves if circumstances deem it appropriate.
3. The Review Board shall hear from the student and teacher and be responsible for reviewing the incident including any extenuating circumstances. The Review Board may recommend an alternate outcome based on their findings.

Review Process with the OPUSD Board of Education

* It is important to note that OPUSD [Administrative Regulation 5125.3 \(a\) Challenging Student Records](#) shall be adhered to, if necessary, if the situation is involving a final grade in a course (Education Code 49070).

Student Technology Acceptable Use Policy

Oak Park Unified School District offers its educational community a wide range of technologies to support teaching and learning. Use of these technology resources shall comply with federal and state laws and in accordance with the policies and procedures of Oak Park Unified School District. Please see [BP 6163.4](#) Student Use of Technology, and carefully read the [OPUSD Student Technology Acceptable Use Agreement](#).

RELIGIOUS OBSERVANCES

OPHS asks families to inform the principal, counselor or office staff member in advance if your student requires or would benefit from accommodation in relation to cultural events, religious celebrations, or other situations which could be impacted by or may impact the school day.

SEXUAL HARASSMENT (Board Policy 5145.13)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

- Submission to the conduct is explicitly or implicitly made a condition of employment, academic status, or progress.
- Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions.
- The conduct has the purpose or effect of having a negative impact on academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Leering, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Purposefully limiting a student's access to educational tools.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Sexual-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy BP 5145.3, shall be handled in accordance with the following procedure:

1. **Notice and Receipt of Complaint:** Any student who believes they have been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator for Nondiscrimination/Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the target files a complaint. In any case of sexual harassment involving the Coordinator/Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.
 2. **Initiation of Investigation:** The Coordinator/Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes they have been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.
- If the Coordinator/Principal receives an anonymous complaint or media report about alleged sexual harassment, they shall determine whether it is reasonable to pursue an investigation

Uniform Complaint Procedures

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation. Click link for detailed [Uniform Complaint Procedure](#)

Suicide Prevention

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention. Click link for detailed [Suicidality Protocols / Suicidality Protocols](#)

Alcohol/Tobacco/Drugs

The OPUSD recognizes that substance abuse (misuse of tobacco, alcohol, and other drugs) is both a community and a personal problem. When teenagers abuse alcohol, tobacco, and other drugs, every aspect of their lives will eventually be affected. The use of these drugs adversely affects a student's ability to achieve academically, is physically and emotionally harmful, and has serious social and legal consequences.

Chemical dependency is a treatable health problem. Therefore, the school District, in cooperation with community-based agencies, law enforcement, and parents, is committed to a comprehensive substance abuse

prevention program. The program includes instruction, intervention, enforcement/discipline, and support to recovering students.

The administration shall adhere to the following regulations relative to student drug involvement on school property or when involved in a school-sponsored activity. These regulations are to be applied continuously to each student throughout their tenure with the Oak Park School District, regardless of transfers between schools or to alternative programs. The additional consequences for infractions of these regulations for those students participating in extracurricular activities shall also be outlined in the Oak Park High School Code of Ethics Contract for Participation in Co-Curricular Activities. Click link for detailed [Drug & Alcohol Free Schools](#)

Drug or Alcohol Use & Possession

- It is unlawful for a student to possess, use, or be under the influence of any controlled substance (as defined in Section 11007 of the California Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind on school premises or at a school-sponsored or related event.
- Possession of paraphernalia used for injecting/smoking/ingesting controlled substances is unlawful.

When the principal or their designee determines that there is sufficient evidence that a student has used, sold, or otherwise furnished, or is under the influence of alcohol or any other controlled substance, or is in possession of drug paraphernalia, alcohol, or any other controlled substance in violation of this section at school, while going to or coming from school, during the lunch period whether on or off campus, or during, or while going to or coming from a school-sponsored activity, the principal or designee will take immediate disciplinary action against the student. Such immediate action will include, but is not limited to, the following:

- Confiscation of the alcohol, controlled substance, and/or paraphernalia.
- A five (5) day suspension and documentation of drug offense in student's discipline record.
- Notification of local law enforcement authority within one (1) school day of the suspension (Ed code 48902) for possible citation and/or arrest.
- Notification of parent or guardian.
- Assignment to a substance abuse training program of ten (10) sessions with their parents over a two-month period.
- Restriction from all extracurricular school activities; including athletics, for one (1) calendar year.
- **Possible recommendation for expulsion** (automatic for sales, arranging to sell, or otherwise furnishing a controlled substance; and also for possession of a controlled substance except less than one ounce of marijuana other than concentrated cannabis).
- **Immediate** drug/Breathalyzer test.

Nothing in this policy requires that the District engage in progressive discipline for a student who has violated this section for the first time, and the District hereby expressly reserves the right to expel a student at any time for violating this section.

If the student denies the allegation of use, the principal may require that the student take an immediate drug test. If the test results are negative, the principal shall rescind the student's suspension, unless the student was also found to be in possession of a controlled substance or to have furnished or otherwise attempted to furnish a controlled substance.

- OR -

DISCIPLINE FOR SUBSTANCE ABUSE—OPTIONAL SUPPORT PROGRAM FOR FIRST OFFENSE

Optional One (1) Year Proactive Intervention Program for First Offense:

- Referral to an appropriate community-counseling and support program. The student and family shall complete ten (10) sessions within a one (1) year period.
- The student and parent/guardian sign a contract agreeing to counseling and random drug testing. Such a contract shall include a waiver of invasion of privacy rights.
- Restriction from all extracurricular activities, including athletics, will be rescinded when the student has provided the principal or designee with a 'clear' drug test from an acceptable outside agency. Such testing shall include collection of the specimen in a non-observed manner and shall test only for drugs, not physical conditions such as diabetes or pregnancy.
- The record of the first drug offense and any subsequent drug offenses will remain on the student's discipline record.
- If a student tests positive, showing continued use of drugs, the incident will be treated as a second offense and the student will be recommended for expulsion.
- Notification of law enforcement within one (1) school day of the suspension for possible citation and/or arrest (Education Code 48902).

****This optional program is not available for a first offense of selling or furnishing alcohol or other controlled substances.***

Second Offense:

A second drug/alcohol-related offense at any time during the student's four years of high school will result in an automatic suspension and possibly a recommendation for expulsion.

Mandatory Suspension and Recommendation for Expulsion for Selling/Furnishing Alcohol, Controlled Substance, or Look-Alike Substance

It is unlawful and grounds for **immediate suspension and expulsion** for a student to offer, arrange, or negotiate to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind; it is also unlawful and grounds for immediate suspension and expulsion for a student to sell, deliver, or otherwise furnish to any person another liquid, substance, or material and represent that liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant of any kind on school premises, while going to or coming from school, during the lunch period whether on or off campus, or during, or while going to or coming from, a school sponsored activity.

Use or Possession of Tobacco or Tobacco Substances

Use of tobacco by a student on school premises or at a school-sponsored or school-related event is a violation of OPUSD board policy and California law. Students are not permitted to smoke, chew, inhale, vape, or possess tobacco or nicotine products on school property, at school-sponsored or school-related events, or while otherwise under the supervision of a District employee.

When any staff member, administrator or principal's designee determines that a student **USED or POSSESSED A TOBACCO OR NICOTINE PRODUCT** on school property or at a school-sponsored or school-related activity, or while otherwise under the supervision of a District employee, the following **minimum** procedures shall be instituted:

First Offense:

- Confiscation of tobacco or nicotine products and/or paraphernalia
- Student conference

- Parent/guardian contact
- Suspension or alternative consequence to be determined by principal or designee including cotinine/nicotine testing contract
- Possible referral to an appropriate counseling and support program
- Suspension of extra-curricular participation per the OPHS Co-curricular Code

Second Offense:

- Confiscation of tobacco or nicotine products and/or paraphernalia
- Student conference
- Parent/guardian contact
- If a contract was signed upon first offense, termination of contract and the first offense discipline that was suspended as a result of the contract will be implemented.
- Suspension or alternative consequence to be determined by principal or designee
- Referral to an appropriate counseling and support program
- Suspension of extra-curricular participation per the OPHS Co-curricular Code

Subsequent Offenses:

- Suspension
- Student/parent/guardian conference
- Disciplinary probation with behavioral contract
- Referral to an appropriate counseling and support program
- Suspension of extra-curricular participation per the OPHS Co-curricular Code

The purpose of the referral to a counseling and support program is early intervention and prevention of further use. Upon a first-time infraction of the substance abuse policy, a student may be assigned to this type of program. This program is coordinated by an Assistant Principal and meets with a community drug counselor for group counseling and prevention education. **Parents/guardians are required to attend these group meetings with their students.**

Spring Semester Graduating Seniors

Students sign a behavioral contract at the beginning of their senior year. Seniors have access to all of the above-mentioned interventions. In addition, if they break their contract, the following consequences are implemented:

- Exclusion from the activity and referral to the appropriate authority.
- Suspension or expulsion from school.
- Exclusion from school activities for the remainder of the school year. Activities include, but are not limited to: Prom, Senior Awards Recognition, Senior Activities, and may include Commencement and Grad Nite.

Medications

Students and parents should also be aware that it is illegal to bring prescriptions or over-the-counter medications (including aspirin, Advil, or other pain relieving medication) onto a school campus. Students requiring medication any time during the school day must have a properly signed Medical Release Form on file. All medicine must be stored and dispensed in the office, with the exception of inhalers, epi-pens and insulin. Students should also be aware that providing prescriptive or over-the-counter drugs to other students is illegal and a violation of school policy.

Weapons

The California Education code 49330 defines an injurious object as any device capable of inflicting substantial bodily damage. All students are reminded that any object which may be used to inflict harm on another person will be considered a weapon. This includes any firearm (including BB and pellet guns), knives (including pocket knives, dirks, daggers, and razors), explosives, or any other dangerous object. Students should also be aware that a recent law has made the possession of an imitation firearm on school campuses a suspendable and expellable offense. The school district will treat the possession of the replica or imitation firearm the same as if it were a real weapon. The use or possession of a weapon on campus constitutes a serious threat to school and individual safety. As a result, violations of this code will result in a recommendation for expulsion from the district.

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Electronic Devices / Cell Phones

Cell-Phones, e-watches, and electronic signaling devices should not be used during instructional time without express permission of the teacher or staff member. If an electronic device disrupts the learning process, the following actions will be taken:

- 1st offense – device will be confiscated for the remainder of the day
- 2nd and any additional offenses will be treated as defiance to authority and will be assigned progressive discipline.

Any emergency calls should be made through the office. Parents can leave messages for students at the main office. Click link for detailed [Mobile Communication Devices](#)

Saturday School

Saturday School may be used for the correction of a student's misbehavior. Saturday School shall be constructive in nature, emphasizing the make-up of school work and the counseling of the student in regard to appropriate behavior. It is the responsibility of the student to complete assigned Saturday School to solve the problem, as well as to avoid further consequences.

Loss of Privileges

The loss of privileges may include denying the right of a student to hold class or student body office, the revocation of off-campus passes or parking permits, or the right to participate in class or school activities. Whenever possible, there will be a rational and significant relationship between the offense and the loss of privilege.

Classroom Suspension

Teachers may suspend a student from their classroom pursuant to Education Code 48910, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the assistant principal and send the pupil to the office for appropriate action. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor and/or school administrator shall attend the conference as scheduled.

When a teacher suspends a student from the classroom, only the principal or the principal's designee may send the student home. The pupil shall not be returned to the class from which they were suspended during the period of suspension, without the concurrence of the teacher of the class and the principal. A pupil suspended from a class shall not be placed in another regular class during the period of suspension.

Administrative Suspension

The principal of the school, the principal's designee, or the superintendent of schools may suspend a pupil from the school for any reasons enumerated in Section 48900, for no more than five consecutive school days. Suspension, including in-school suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. The total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year, unless for purposes of adjustment, the pupil enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of suspension days shall not exceed 30 in any school year.

Campus Conduct - Grounds for Suspension *and Expulsion* (E.C. 48900)

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that one or more of the enumerated acts below have been violated while:

- On any school grounds within the district;
 - Going to or coming from school;
 - During the lunch period, whether on or off campus;
 - During, or while going to or coming from, a school-sponsored activity. (For example-all dances, athletic events(home or away), field trips, overnight activities, bus trips, and etc.)
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- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
(2) Willfully used force or violence upon the person of another, except in self-defense.
 - b) Possessed, sold, or furnished any firearm, knife, dangerous object, or explosive.
 - c) Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol or intoxicant of any kind.
 - d) Offered, arranged, or negotiated to sell any controlled substance, alcohol, intoxicant, or representation of items thereof.
 - e) Committed or attempted to commit robbery or extortion.
 - f) Caused or attempted to cause damage to school or private property.
 - g) Stole or attempted to steal school or private property.
 - h) Possessed or used tobacco, or tobacco products.
 - i) Committed an obscene act or engaged in profanity or vulgarity.
 - j) Offered, possessed, arranged, or negotiated to sell any drug paraphernalia.
 - k) Disrupted school activities or willfully defied valid authority.
 - l) Knowingly received stolen school property or private property.
 - m) Possessed an imitation firearm.
 - n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
 - o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
 - p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
 - r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward a pupil or school personnel.
 - t) Aided or abetted the infliction or attempted infliction of physical injury.

u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(E.C. 48900.5) Pupil's presence causes a danger to persons or property, or threatens to disrupt the instructional process.

(E.C. 48900.7) Pupil has made terrorist threats against school officials or school property, or both.

(E.C. 48900.2) Committed sexual harassment as defined in section 212.5 of the California Education Code.

(E.C. 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

Recommending Expulsion (E.C. 48915)

Although the OPUSD follows a progressive approach to student discipline, the acts enumerated in E.C. 48915 below constitute serious threats to school and individual safety. As a result, they will be dealt with in a swift and appropriate manner as prescribed in the Education Code.

The Education Code requires that the principal or superintendent of schools recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds. The principal or the superintendent of schools **shall** recommend a pupil's expulsion for any of the following acts, unless the principal or superintendent finds, and so reports in writing to the Governing Board, that expulsion is inappropriate due to particular circumstances.

- Causing serious physical injury to another person, except in self-defense
- Possession of any knife or other dangerous object of no reasonable use to the pupil
- Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code (except for first offense of less than one ounce of marijuana)
- Robbery or extortion
- Assault or battery upon any school employee

In addition, the principal or superintendent of schools shall recommend the expulsion of a pupil that has committed any of the following acts at school or at a school activity off grounds.

- Possessing, selling or otherwise furnishing a firearm or imitation firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code (HSC)
- Committing or attempting to commit a sexual assault or sexual battery
- Possession of an explosive

Specific Procedures for Disciplinary Action

The following represents a series of recommended guidelines in the disposition of discipline at OPHS. Depending on the circumstances of your behavior and your prior history, or lack thereof, in matters such as these, responses may vary from situation to situation at the administrator's discretion.

The schedule of actions possible when an infraction of regulations occurs is:

1. Conference with student regarding violation and a warning
2. Parent contact and a warning
3. Detention
4. Campus Cleanup
5. Signed behavior contract
6. Parent/teacher/administrator conference
7. Saturday School Program
8. In-School Suspension

9. Suspension
10. Administrative removal from class and a withdrawal/fail (WF) grade
11. Transfer to another specialized program or continuation school
12. Contact with police or other appropriate agency
13. Expulsion from the district

Click link for detailed [Suspension & Expulsion/Due Process](#)

The following are <u>samples</u> of violations that may occur in the school:	Minimum Action	Maximum Action
Violations Against School Standards		
A. <u>Appearance & Dress</u>	1	8
B. <u>Disruptive Behavior</u> - Actions which are detrimental to the effective operations of the school.	1	13
C. <u>Defiance of Authority</u> - Willful refusal to follow a legal, reasonable direction or order by a staff member.	2	13
D. <u>Continued Willful Disobedience</u> – Repeated refusal to follow rules and regulations set out in this handbook or in a teacher's classroom.	6	13
E. <u>Electronic Signaling Devices</u> – Beepers, cell phones, etc.	2	8
F. <u>Forgery</u> - Falsifying a signature or data on official records, letters, or notes from home.	6	10
G. <u>Gambling</u> - The playing of a game of chance for stakes.	6	13
H. <u>Truancy</u> - Leaving campus or a classroom during school hours without proper clearance.	6	10
I. <u>Offensive Social Behavior</u> – Violations of acceptable social actions.	2	13
J. <u>Misbehavior on Buses</u> - A pupil may be denied transportation on a bus by the principal or designee for continued or severe misbehavior.	1	13
K. <u>Violation of Suspension</u> – Physically present on campus or at a school activity while on suspension.	8	13
L. <u>Vulgarity/Profanity</u> - Language that can be considered obscene or offensive.	6	13
Violations Against Persons	Minimum Action	Maximum Action
A. <u>Assault</u> - Unlawful attempt, coupled with a present ability to commit a violent injury on the person of another.	8	13
B. <u>Battery</u> - Any willful and unlawful use of force or violence upon the person of another.	8	13
C. <u>Assault on a Staff Member</u> - (See "A" above).	13	13
D. <u>Battery on a Staff Member</u> - (See "B" above).	13	13
E. <u>Weapon Possession</u> - including “look-a-like” weapons.	8	12
F. <u>Assault With A Deadly Weapon</u>	12	13
G. <u>Fighting</u> - Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.	7	13
H. <u>Harassment/Sexual Harassment</u>	2	13
I. <u>Hazing/Hate Crimes</u> - Participating in, or conspiring to engage in, or conspiring for others to engage in harassing acts that injure, degrade, or disgrace other individuals.	7	13

J. <u>Interference/Obstruction</u> - Any attempt to prevent a staff member from exercising lawful assigned duties.	8	13
K. <u>Verbal Abuse</u> - Threatening or abusive language directed toward a staff member.	8	13
L. <u>Bullying</u> – Physical or verbal abuse of another student	1	13
Violations Against Property		
A. <u>Extortion</u> - The obtaining of property from another without consent, induced by a wrongful use of force or fear, or under the guise of official right.	8	13
B. <u>Theft</u> - An unlawful taking of property.	7	13
C. <u>Unauthorized Use of School Property</u>	7	13
D. <u>Willful Damage of School Property</u> - Any student who willfully cuts, defaces, or otherwise damages property belonging to the district (real or personal) in any way, is liable for damages.	8	13
E. <u>Damage to Personal Property</u> – See "D" above.	8	13
Violations Against Public Health and Safety		
A. Possession or use of any of the following: <u>Unauthorized Controlled Substances and/or Alcohol</u>	8	13
B. Tobacco – Possession, sale, or use of tobacco, tobacco-related products, or nicotine-related substances.	7	13
C. <u>Selling dangerous drugs or unauthorized controlled substances, including “look-a-likes”.</u>	12	13
D. <u>Reckless Driving</u> - Driving on school property or during school time in such a manner as to endanger persons or property.	8	13

Alternative Education

Oak View High School

The following guidelines are used by Oak Park High School to determine whether a transfer to the district's Continuation High School (Oak View) would be appropriate:

9th grade – Students in the 9th grade are not normally recommended for Oak View High School except under extreme circumstances (e.g. is repeating 9th grade and is an older freshman student that may be unsuccessful the second time around). Parents may voluntarily transfer their student to Oak View at this point in time if they feel it would provide a better educational opportunity.

10th grade – Students in the 10th grade may be transferred to Oak View if they are at least 16 years of age, or are recommended to attend through an SST with staff and parents, and exhibit one or more of the following:

- 20 or more credits deficient at the start of their sophomore year.
- Have a habitual pattern of absences and/or truancies.
- Lack motivation to maintain a consistent and responsible pattern of completion of schoolwork.
- Fail to respond to other forms of intervention set up by teachers, counselors and administrators.
- Students that are 15 or more credits down by the middle of their sophomore year will be automatically transferred to Oak View.

11th grade – Students in the 11th grade may be transferred to Oak View if they are at least 16 years of age, are recommended to attend through an SST with staff and parents, and exhibit one or more of the following:

- Students that are 15 or more credits down by the start of their junior year will be automatically transferred to Oak View.
- Have a habitual pattern of absences and/or truancies.
- Lack motivation to maintain a consistent and responsible pattern of completion of schoolwork.
- Fail to respond to other forms of interventions set up by teachers, counselors and administrators.
- Students that are 15 or more credits deficient by the middle of their junior year will be automatically transferred to Oak View.

12th grade – Students in 12th grade may be transferred to Oak View if they are recommended through an SST with staff and parents and exhibit one or more of the following:

- Students that are 15 or more credits deficient at the start of their senior year, or at the start of the 2nd semester of their senior year will be automatically transferred to Oak View
- Have a habitual pattern of absences and/or truancies.
- Lack motivation to maintain a consistent and responsible pattern of completion of schoolwork.
- Fail to respond to other forms of intervention set up by teachers, counselors and administrators.

Special Note for Seniors: It should be noted that students placed at Oak View in their senior year will be graduates of Oak View High School.

The goal of placing a student at Oak View is to help them get back on track for graduation. Thus, underclassmen have an opportunity to enter their senior year on track. As a result, students must be within 5 credits of senior status to return to OPHS for their senior year. Students transferring back from Oak View will be expected to attend their entire senior year at OPHS.

OVHS / OPIS Students at Oak Park High School

OPIS students may take up to two courses at OPHS. OVHS students may take one core course if it is not offered at OVHS. OVHS students may be considered for one elective class on a case-by-case basis. OPIS/OVHS students will start the course on the first day of each semester. Exceptions will be made only with joint OVHS/OPIS and OPHS administrative approval. A list of courses will be generated by OPHS and given to OVHS/OPIS administration in a timely manner.

OPHS school events (e.g. dances) are open to OPIS students, excluding senior week activities. OVHS students may only attend if they are enrolled in an OPHS class.

Policies and Procedures for Home Hospital

California Education Code 48206.3 requires that Home/Hospital instruction be available to students with **temporary** disabilities that make attendance in regular day classes or alternative education programs *impossible* or *inadvisable*. A temporary disability is defined as “a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program, after which the student can reasonably be expected to return to regular day classes or an alternative education program without special intervention. Home/Hospital students can normally be expected to return to their regular classes after their disability has been addressed through medical intervention.

Home/Hospital instruction is typically not necessary for students who may be absent for between one and two weeks. Instruction for these students usually is addressed at the school site level through either short-term independent study or regular classroom teacher support with assignments and flexible timelines.

Please refer to the Home Hospital guide [here](#).

Board Policies

- [Hazardous Materials](#)
- [Environmental Safety](#)
- [Site Council /Site Plan](#)
- [Suicide Prevention Plan](#)
- [Sexual Health and HIV/AIDS Prevention Instruction](#)
- [Supplemental Instruction](#)
- [Education for English Learners](#)
- [World Language Instruction](#)
- [Complaints Concerning Instructional Materials](#)
- [Maintaining Appropriate Adult-Student Interactions](#)
- [Graduation Ceremonies and Activities](#)
- [Recovery of Property Loss or Damage](#)
- [Placement in Mathematics Courses](#)
- [Mathematics Instruction](#)
- [Bullying](#)
- [Administering Medication and Monitoring Health Conditions](#)
- [Intradistrict Open Enrollment](#)
- [Interdistrict Attendance](#)
- [Married/Pregnant/Parenting Students](#)

CODE OF ETHICS CONTRACT FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Co-curricular activities are an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. When Oak Park students participate in co-curricular activities, they represent not only themselves, but also their families and our school and community. **They are expected to display appropriate and acceptable standards of sportsmanship and behavior – on and off the field, in and out of school, including and not limited to, nights and weekends, in or out of the season of sport or activity.** They are further expected to do everything in their power **to not be involved with or present** at functions where any prohibited activities are taking place.

- Place academic achievement as the highest priority. This includes maintaining a 2.0 Unweighted GPA with no "F's" in all subjects during the preceding marking period and during the season of sport/activity. Eligibility will be checked at the quarter and semester report card times. Students with 2.0 and one "F" may petition for probation. Scholastic probation may be granted to a student only once in their high school career.
- Attendance – Students must attend all scheduled periods the day of any co-curricular activity in order to participate in that activity, practice, contest or performance. If the activity takes place on a Saturday or holiday, then the student will be required to attend all periods on the preceding school day. Exceptions must be cleared by an administrator. Truancy from any class or classes will result in suspension from the next contest/activity. Students on disciplinary suspension will not be allowed to participate in practices/ games during the period of suspension.
- No athlete/participant may quit one co-curricular activity and go out during the same season for another.
- Show respect for teammates, opponents, officials, coaches and all other participants.
- Respect the integrity and judgment of activity officials.
- Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
- Refrain from the use of profanity, vulgarity and other offensive language and gestures.
- Adhere to the established rules and standards of the activity.
- Respect all equipment and use it safely and appropriately. Students are financially responsible for all equipment checked out to them. All equipment must be returned in a timely manner. A delinquent account will result in a "hold" on transcripts, report cards, yearbooks, and/or diplomas.
- Know and follow all school rules, and CIF rules and regulations as they pertain to eligibility and sports participation.
- Win/perform with character, and face challenges with dignity.
- Athlete/participants must travel to and from contests in transportation provided for and arranged by the school. Any exception to this is rare and must be approved by an administrator at least 48 hours in advance.
- Refrain from participation in hazing. Hazing is defined as any behavior that is physically, emotionally, or psychologically abusive to an individual, or selected group of individuals, for the purpose of gaining entrance or acceptance into an established group.
- Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
- Refrain from being arrested or cited for any misdemeanor or felony at school or in the community.

I understand that a participant will be immediately suspended from the co-curricular activity if they exercise poor judgment and acts in an irresponsible manner as outlined above. This suspension will remain in force until the advisor/coaching staff and administration has had time to conduct an investigation and determine an appropriate consequence. I further understand that since I have been put on notice of these conduct guidelines by the staff that any violation may result in suspension or removal from all-co-curricular activity for up to one calendar year from the date of the incident, in addition to other administrative actions.

Parents: Acknowledging receipt of this form during the Fall 2023 registration process on Q-Parent Connect indicates that you and your OPHS student have read and understand the expectations of OPHS regarding student conduct and that this contract is applicable 24 hours a day, seven days a week. Students are expected to display appropriate and acceptable standards of sportsmanship and behavior – on and off the field, in and out of school, including but not limited to, nights and weekends, in or out of the season of sport or activity. As a parent, you support the efforts of OPHS to encourage and enforce proper standards of conduct for your child.

Senior Contract, Diploma Card, & Senior Off Campus Lunch Pass Request Statement of Behavior Regulations and Contract for Class of 2024

Commencement is scheduled for Thursday, May 23rd at 6:00 p.m. This will be a ceremony to honor you, the student, for completing all of the graduation requirements established by the Oak Park Unified School District Board of Education. Participation in the ceremony is contingent upon your successful completion of the required 230 credits and adherence to school regulations for behavior and attendance. Please make every effort to ensure that you are making satisfactory progress towards your graduation requirements, that you help us maintain the proper learning environment, and that show respect for school activities.

A great deal of effort has gone into the graduation ceremony. This should be a very special occasion for you as a member of the Class of 2024 and also for all of us at OPHS. You are following the standard established by Oak Park High School's first graduating class in 1983 ---one of seriousness, dignity, and pride. To help us continue that tradition and to make the ceremony the meaningful event that parents, faculty, and the graduating class desire, the following must be agreed upon by each senior and their parent or guardian:

1. I will attend all practices scheduled for the graduation ceremony. **I agree to adjust my work schedule and my other obligations to meet the practice schedule.** In case of illness, I will contact one of the school administrators prior to the practice.
2. I agree to wear the cap and gown selected for the ceremony. I understand that I can decorate my cap with a school appropriate design and/or message. I further understand that I will not decorate my gown nor will I wear any non-OPHS cords, ropes or other neckwear.
3. I will not carry anything into the stadium that will disrupt the ceremony. I agree to be courteous during the entire ceremony and refrain from any activity that is disrupting, distracting or dangerous. I further agree to leave the ceremony when asked to do so if I fail to adhere to these guidelines. I understand that if I violate this I will not be allowed to attend Grad Night and will be subject to school discipline prior to receiving my diploma.
4. I agree to pay all debts, which I owe to Oak Park High School and turn in all materials as required **prior** to participating in the final graduation practice.
5. I agree to follow all rules to, from, or at any school activity, i.e. Prom, athletic or co-curricular activities, Grad Night or graduation practice throughout the school year, and understand that not doing so will jeopardize my participation in the graduation ceremony. Senior activities are considered regular scheduled school days. Seniors must attend and adhere to school rules. Students cannot drive themselves to senior activities. Buses are provided.
6. I will not consume, distribute, be in possession or under the influence of any form of alcoholic beverage and/or drugs during school or at any school activity. Violation of this provision will automatically exclude me from graduation ceremonies and other senior and school extracurricular events. Other consequences may include suspension or expulsion from school and referral to the appropriate authority.
7. I understand that if I violate school rules that necessitate suspension from school at any time during the school year, I am subject to removal from any or all-senior activities, including the graduation ceremony.
8. I understand that if I fail to maintain adequate grades and progress toward graduation, consequences may include: loss of off-campus pass; loss of free period; removal from all senior activities including Grad Night and the graduation ceremony.
9. I agree that my attendance in all my classes shall conform to school policy. I also understand that any trancies or excessive absences may jeopardize my participation in graduation ceremonies.
10. I understand that participation in the graduation ceremony is not required to receive my high school diploma. However, should I not attend the graduation ceremony as a result of any violations of this agreement, I understand that a student/parent conference with the principal will be required prior to receiving my diploma.

OPHS Textbook Contract for 2023-24

We do our best to ensure that all textbooks/novels are in acceptable condition for check-out. If you receive a textbook/novel that is not acceptable, ie. stains (food or liquid), ripped pages, or loose binding, then notify Mrs. Mathur, pmathur@opusd.org between July 31, 2023 to Aug 18, 2023 and arrangements will be made for you to get a replacement book. Otherwise, you are responsible for the condition of the books checked out to you after Aug 18, 2023.

If you check-out a novel with your English class during the school year and you are not comfortable with the condition, please notify Mrs. Mathur, in the College and Career Center C6, no later than three school days after you have received the novel. A complete list of the textbooks/novels that have been checked-out to you are listed on your Q account under School Materials. If you see any discrepancies in your account, it is your responsibility to contact Mrs. Mathur to discuss and resolve.

All books checked out and returned require that students present their student IDs for verification.

TAKE CARE OF YOUR BOOKS. Please use the correct size book cover on all textbooks. Do not place food items or beverages on or near your books. Lockers will not be made available for this school year and books stored in lockers are exposed to environmental elements that could result in damage that you would be responsible for..

All textbooks/novels will be inspected by textbook personnel during the check-in process according to OPUSD guidelines and policies. You are responsible for any textbook/novel damage such as food/liquid damage, ripped/separated bindings or ripped/missing pages. If you damage or lose a textbook/novel, you do have the option to replace the book with a new or gently used book with a matching ISBN #. The replacement textbook/novel must be received by Mrs. Mathur by May 22, 2024 for graduating seniors and by May 31, 2024 for all other students.

Click the links below for a detailed breakdown of what constitutes major or minor damage and the cost as well as the list of OPHS books, ISBN #s and price, select Textbooks and Policy under the Departments tab from the OPHS website

[Textbook Policy](#)

[Textbook list and prices](#)

[2023-24 Textbook Contract](#)

- All textbooks/novels should be returned by May 24, 2024.
- Any textbooks/novels not returned by May 24, 2024 may be charged the full amount per book. (See OPUSD Board Policy 6161.2 and CA Dept. of Ed Policy EC Section 48904(a)(1), 48904(b)(1))
- Receipt of grades, diplomas, and transcripts will be delayed until all textbook fees are resolved. (See OPUSD BP 6161.2, EC Section 48904 (b)(1))
- Registration for the following school year will be delayed until all textbook fees are resolved

Please direct any questions to Mrs. Mathur at pmathur@opusd.org (818) 735-3300 x6043

Parents: Acknowledging receipt of the OPHS Student & Parent Handbook during the Fall 2023 registration process on Q Parent Connect indicates that you and your OPHS student have read and agree to the above stated textbook/novel check-out and check-in requirements.

For details about Chromebook check-out guidelines, refer to the [OPUSD Acceptable Use Agreement](#).

OPHS Student/Parent Handbook Acknowledgement of Receivership

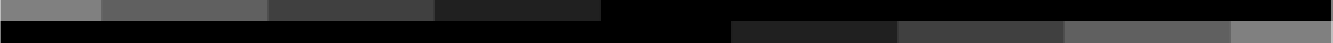
The major goal of OPHS is **to help students to use their minds resourcefully and well**. In the long run, we believe that goal is best achieved by promoting good habits in our students. As staff members, our pledge to you is to create and operate a school we are all proud of: a school where everyone is safe, where each of you is stretched intellectually and have the opportunity to engage in exciting learning and cocurricular activities/athletics. We ask you to join us in creating such a school!

The handbook that you have been given contains a wealth of important information about our school's mission, philosophy, academic, attendance, and ^{behavior} standards, and general information about the school and its day-to-day operations. We hope that many of your questions will be answered here. Consequently, we urge you to take the time to become familiar with this resource and its contents to assure that you are up to date and informed.

To this end, you have the right of free access to an education. Your school, in addition to providing educational experiences, provides an environment where you, as a student, have the freedom to exercise your own judgment and to make responsible decisions. If you act irresponsibly, however, the rights of others must be protected.

Therefore, rules and regulations have been designed to protect the rights of everyone, to respect the individual and the diversity of students, staff and our community, and to ensure that school is conducted in an orderly fashion. They are designed to protect your right to an education. It is important to note:

These policies and regulations apply to any student who is on school property, traveling to or from school, who is in attendance at school or at any school sponsored activity or whose conduct at any time or any place interferes with or obstructs the missions of the school or operations of the OPUSD or the safety or welfare of students or employees.



Parents and Students: Acknowledging receipt of the Student & Parent Handbook during the Fall 2023 registration process on Q-Parent Connect indicates that you and your OPHS student have read ~~the~~ the handbook and agree to abide by the rules and policies contained therein, as well as your responsibility to become aware of the accepted standards of attendance and behavior that students are expected to observe at all times in all places at OPHS and at all school sponsored events. You also understand that this contract is applicable 24 hours a day, seven days a week – on and off the field, in and out of school, including but not limited to, nights and weekends, in or out of the season of sport or activity.